

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_

License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Requested Date of Inspection: \_\_\_\_\_

AM \_\_\_ PM \_\_\_

Paid: \_\_\_\_\_



# City of Stafford

2610 South Main  
Office Number (281) 261-3926

Stafford, Texas 77477  
Fax Number (281) 261-3939  
permits@staffordtx.gov

## Rental Property Registration License Application Form

Registration valid for one year from date of issuance.

Total Due: \$250.00

Applicant must complete all parts of this application.

### Part 1. Residential Rental Location

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

### Part 2. Tenant Information

Has property been leased?  Yes  No (check one box)

Tenant Move-In Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Previous Occupant: \_\_\_\_\_

### Part 3. Property Owner

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

By checking this box, owner agrees to cell phone notification for inspection of serious life safety violation.

Email Address: \_\_\_\_\_

Owner Representative/Manager: \_\_\_\_\_

### Part 4. CHOOSE ONE OF THE FOLLOWING

Initial Tenant

Change of Occupancy  
(See Part 7 of this application)

Annual Re-Inspection

### Part 5. Building Description

Choose One:  Single Family Dwelling  Duplex

Number of Stories: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

(How many people living in the home.)

**Please Note:** All Rental Properties are required to have a mandatory annual inspection.  
Inspections should be done within 14 days of application submittal.

**Inspection days are Monday – Friday AM inspections (9:00 am – 11:00 am) / PM inspections (12:30 pm – 3:00 pm)**

**Please contact your tenant to set up a day and time or call Mimi Boos at (281) 261-3945 to set up the inspection.**

Requested Date of Inspection: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_  
(Please Check One)

**Part 6. Management Company Information (If Applicable):**

Property Management Company Name: _____		
Manger Name: _____		
Mailing Address: _____		
City, State Zip: _____		
Business Phone: _____	Fax: _____	Cell Phone: _____
Alternate Contact: _____	Email Address: _____	

**Part 7. Change of Occupancy Inspection**

After a tenant moves out, it is required that a property inspection be conducted before the new tenant can move in. The fee for this inspection will be \$100.00.

**Notice:** I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the use of this property will be complied with weather specified or not. The granting of a Rental License does not presume to give authority to violate or cancel the provisions of any other State or local laws regulating the use of this property.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**PAYMENT AND APPLICATION CAN BE MAILED OR PAID FOR IN PERSON:**  
City of Stafford – City Hall, 2610 South Main Street, Stafford, TX 77477  
**Attention: Finance Department**

**Make Checks Payable to: CITY OF STAFFORD**  
**\*\*\*Mailed Payments must include completed application\*\*\***

**FOR PAYMENT ON-LINE PLEASE CLICK HERE:** <https://certifiedpayments.net/index.aspx?BureauCode=4230396>  
**Please Submit Form To:** [ar@staffordtx.gov](mailto:ar@staffordtx.gov) or Fax to 281-403-5945

*Annual Renewal.* All licenses are valid for one year (12 months) from the date of application. Licenses shall automatically renew upon completing a renewal application. The renewal application shall verify the current accuracy and/or specify any changes in the original application on file. The established annual fee (\$250.00) shall be paid at the time of renewal. (Any permit that is not renewed because failure of the license holder to properly apply for renewal or pay the prescribed annual fee shall be deemed cancelled on the year in which it expires.) Failure to comply with City Ordinance (# 1108) may result in charges filed in Stafford Municipal Court. (Ord. 1108, passed 4-04-2018) Penalty, see [Section 14-132](#).

# Residential Rental Property Licensing Application Process

Rental Property owners are required to apply, pay and obtain a permit annually.

## Step 1: Apply for License

Applications must be submitted **along with payment** to the City by means of:

- a. Regular USPS Mail: Development Services, (2610 South Main, Stafford, TX 77477)
- b. In person at City Hall: Development Services, (2610 South Main, Stafford, TX 77477)
- c. Online: Payment can be made at <http://www.staffordtx.gov/departments/rental/home.html>

Application Review:

1. Applications will be checked for general compliance with City Ordinances.
2. An inspection must be scheduled (**within 2 weeks**) of application submittal & payment.

## Step 2: Property Inspection

After the City has reviewed the application for a license or renewal, an **interior & exterior inspection** of the property will have to be scheduled. The following is a list of items that would typically be inspected:

### Exterior Maintenance

- **Yards**  
No high weeds and grass (in excess of 12 inches), unsanitary conditions, debris, junk vehicles, etc.  
Property maintained free of rodent infestation and accumulated debris or trash
- **Foundations/Roof/Walls**  
Structurally sound without holes or gaps  
Masonry is to be maintained, free from broken or missing brick, rock, stucco or mortar
- **Stairways/Porches Decks/ Balconies**  
Evenly spaced steps with firmly anchored hand and guard rails  
Egress ruts to be maintained clear and safe
- **Windows/Doors/Chimneys**  
Secure doorframe molding that is weather tight and rodent proof; free of loose, broken or deteriorated materials  
Window and door screens to be maintained and secured
- **Painted Surfaces**  
Weather protected and intact with non-peeling, chipping or flaking paint that is free from rot  
Address Numbers must visible from the street on which it is addressed
- **Fences and Accessory Structures**  
No broken or missing parts of the fence.  
Fence must be square and plumb, as to not lean  
Accessory Structures must have the same exterior standards as the home, which it serves

## Interior Conditions

- **Plumbing Systems & Fixtures**

- Leaking faucets or drains
- T&P line operational

- **Mechanical Equipment**

- Outside A/C Unit
- Proper combustion air

- **Electrical Hazards**

- Exposed electrical wiring outside.
- Missing Plugs/ Switch cover plates
- Missing blanks in panel
- Smoke alarms in all bedrooms
- Smoke alarms functioning

- **Security Device**

- Deadbolt or bolting device
- Windows and sliding doors secure

## Compliance with the 2015 International Property Maintenance Code

### Failed Inspection

If the property fails the inspection, the **Property Owner** is responsible for correcting the violations and will be given a reasonable period in which to correct the violation. Life Safety violations (imminent threat) must be resolved **immediately**. Critical violations (potential threat) must be isolated from the tenant within **72 hours** and repaired within a reasonable time. After the violation is correct, please notify the City of Stafford to conduct a re-inspection.

### Step 3: Issue License

After application and a passed inspection, the City will issue the property owner a license (Certificate of Compliance) to operate the property as a rental unit. The license is valid for one year from the date of application.

Please notify the City if there is a change in occupancy during the year.

### Step 4: License Renewal

All Licenses are valid for one year from the date of application. Please check the license periodically to ensure that it is current. We encourage you to apply for a renewal at least 30 days prior to the expiration date of the license. The City will accept license renewals up to 60 days in advance of license expiration. Failure to comply with City Ordinance may result in charges filed in Stafford Municipal Court.

ORDINANCE NO. 1108

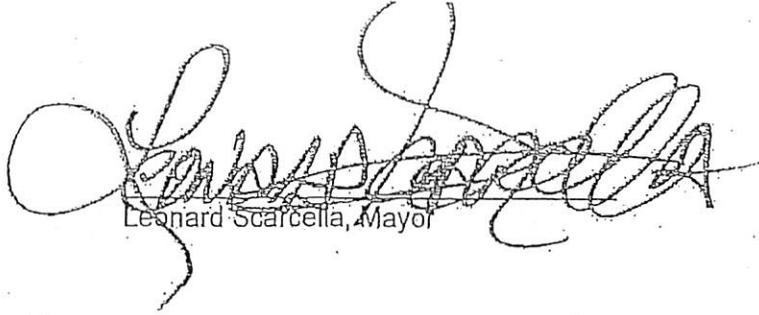
AN ORDINANCE OF THE CITY OF STAFFORD, TEXAS, AMENDING ARTICLE IV, EXISTING BUILDINGS AND STRUCTURES, OF CHAPTER 14, BUILDINGS AND STRUCTURES, OF THE CITY CODE OF ORDINANCES; ADDING DIVISION 3 RESIDENTIAL RENTAL PROPERTY LICENSE REGULATING RESIDENTIAL RENTAL PROPERTY; PROVIDING PROCEDURES FOR APPLICATIONS FOR LICENSES; PROVIDING FOR THE INSPECTION OF SINGLE-FAMILY RESIDENTIAL RENTAL PROPERTIES; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EACH VIOLATION THEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING FOR SEVERABILITY; AND PROVIDING A SAVINGS CLAUSE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

**Section I.** Article IV. EXISTING BUILDINGS AND STRUCTURES, Chapter 14, BUILDINGS AND STRUCTURES, of the City of Stafford Code of Ordinances ("City Code") is amended adding DIVISION 3 – RESIDENTIAL RENTAL PROPERTY LICENSE, Sections 14-124 through 14-132, as set out in the attached Exhibit "A."

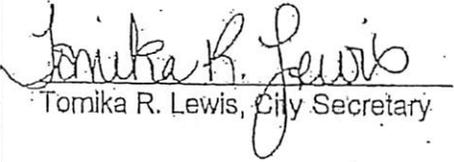
**Section II.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it is the intention of the City Council that the invalidity or unconstitutionality of the one or more parts shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision other than the part declared to be invalid or unconstitutional; and the City Council of the City of Stafford, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND ADOPTED on this 4<sup>th</sup> day of April 2018.



Leonard Scarcella, Mayor

ATTEST:



Tomika R. Lewis, City Secretary

APPROVED AS TO FORM:

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Arthur L. Perile, III  
City Attorney

## EXHIBIT "A"

### DIVISION 3. - RESIDENTIAL RENTAL PROPERTY LICENSE

#### Sec. 14-124. - Definitions.

In this article:

*City Code* means the city of Stafford Code of Ordinances.

*Critical violation* means a violation of the City Code, state or federal law that is capable of causing or contributing to injury of illness of occupants.

*License* means a residential rental property license issued under this article.

*Life safety violation* means a violation of the City Code, state or federal law that results in an immediate threat of death or injury to persons on the premises of a dwelling unit.

*Rent* means the offering or leasing of a dwelling unit to an occupant other than the owner and involves the payment of a rental amount.

*Rental property* means any single-family dwelling unit that is not owner occupied, whether or not rent is charged. The term "rental property" includes, but is not limited to, properties rented to students, families, or any other persons; properties in which a family member of the owner resides in the home but the owner does not (regardless of whether additional persons also reside in the home); properties used as vacation rentals or game-day rentals; and properties where a property caretaker lives in the home but the owner does not.

*Residential Dwelling unit* means a building or portion of a building designed or adapted to provide independent living facilities for not more than one family and that contains bathroom facilities and not more than one kitchen.

*Single-family residential dwelling* means a building that contains only one dwelling unit and has open space on all sides of the building.

#### Sec. 14-125. - License required.

- (a) It is unlawful for any person to rent an unlicensed residential dwelling unit in a single-family dwelling.
- (b) It is an affirmative defense to prosecution under this article that the dwelling unit was in a single-family dwelling and was rented for a period of less than six months to a person who was the immediate past owner of the dwelling unit or who will be the immediate next owner of the dwelling unit.

#### Sec. 14-126. - License requirements.

- (a) License applications must be made on the forms provided by the city and accompanied with the application fees listed in the adopted annual city fee schedule.

- (b) Licenses are not assignable or transferable and are valid for one year.
- (c) A completed application for a new license must be submitted to the city for each unlicensed single-family residential dwelling.
- (d) A completed renewal application must be submitted to the city for each licensed single-family residential dwelling at least 30 days prior to the expiration of the license.
- (e) A completed application for a new owner license must be submitted to the city within 30 days of any change in ownership of a licensed dwelling unit in a single-family residential dwelling.
- (f) Within 30 days from the date the city receives a completed license application the city will issue a license or notify the applicant that it refuses to issue a license.

Sec. 14-127. - Denial of license.

The city may deny a license for life safety or critical violations. If the city refuses to issue a license, the city will give written notice of the denial to the applicant as soon as reasonably possible, but not more than five business days after the decision is made to deny the license. The written notice will include:

- (1) A clear statement of the reason for the city's denial; and
- (2) A statement that the applicant may appeal the denial of the license to the City Council by filing a written notice of appeal with the city within 15 business days of the effective date of the denial.

Sec. 14-128. - Revocation of license.

The city may revoke a license for life safety or critical violations. To revoke a license the city will send written notice of the city's intent to revoke the license not less than 30 business days prior to the date of revocation. The notice will include:

- (1) A clear statement of the reason the city intends to revoke the license;
- (2) The date the revocation will become effective, which will be not less than 30 business days from the date written; and
- (3) A statement that the license holder may file a written appeal of the proposed revocation to the City Council within 15 business days of the date of the notice.

Sec. 14-129. - Appeals.

- (a) The city will issue a written notice of public hearing to the license applicant/holder properly filing a written appeal.
- (b) The City Council will hold a hearing on an appeal as soon as is reasonably possible, but not more than 20 business days after the date the appeal is properly filed. The city, the person appealing, and any other interested party, may present evidence and argument to the City Council. An audio recording of the hearing will be made.

- (c) After completion of the hearing, the City Council will render a written decision on the appeal that includes a summary of the evidence that supports the decision. The City Council may issue appropriate orders to implement any decision made. A copy of the written decision will be provided to the person filing the appeal.
- (d) The appeal provisions in this section govern over any other conflicting provision in this Code.

**Sec. 14-130. - Inspection of single-family residential dwellings.**

- (a) Upon application or renewal of a license for a single-family dwelling, the city will inspect the exterior of the dwelling to determine and ensure that the dwelling is not a public nuisance or substandard and that the unit meets all zoning, health and safety requirements of the Code.
- (b) The city may inspect the interior of a single-family dwelling to ensure that the dwelling unit does not have any critical or life safety violations if:
  - (1) There is a change in occupancy; or
  - (2) An inspector notes an exterior code violation that indicates a potential critical or life safety violation; or
  - (3) An inspection is requested by the tenant.
- (c) An inspector may enter into a single-family dwelling for an interior inspection at a reasonable time within a seven (7) day period after:
  - (1) The inspector obtains the consent of the license holder for an unoccupied dwelling;
  - (2) The inspector obtains a warrant from a court to inspect the dwelling; or
  - (3) The inspector obtains the consent of an adult lawfully occupying the dwelling and the city notifies the license holder under subsection (d), below.
- (d) If an interior inspection is requested by a tenant, the city will contact the license holder and allow the license holder to be present during the inspection unless the reported conditions involve serious risk of injury or death and in such case the inspection will be scheduled and conducted within 72 hours of the request.
- (e) When access is available, swimming pools located adjacent to a single-family residential dwelling will be inspected for compliance with the City Code.

**Sec. 14-131. - Repairs.**

- (a) Violations noted during an inspection must be completed as follows:
  - (1) License holders must take steps to safely isolate tenants from the dangers of life safety violations immediately and must make repairs within a reasonable period of time. Life safety violations must remain isolated from tenants until all repairs are complete.

- (2) License holders must take steps to safely isolate tenants from the dangers of critical violations within 72 hours of notice and must make repairs within a reasonable period of time.

**Sec. 14-132 Penalty.**

Any person, firm, corporation, or organization violating the terms of this Ordinance shall, upon conviction, be guilty of a misdemeanor and fined in an amount not to exceed \$2,000.00 per offense. Each day that any violations of, or failure to comply with, this article is committed or permitted to continue shall constitute a separate and distinct offense under this section. This penalty shall be in addition to all other remedies available at law or equity.