



City of DeSoto
714 E. Belt Line Road
DeSoto, TX 75115



Code Enforcement – Rental registration

Registration fee: \$10

Address of Rental Unit

Address Number _____ Street Address _____

City _____ State _____ Zip _____

Type of Unit Single Family Duplex Townhome Other

(If this property is a duplex, please register each unit on its own form.)

Is property occupied: yes no

Owner Information

For Individual Ownership, please complete the following:

Owner(s) Name: _____ Owner Phone: _____

Owner(s) Name: _____ Owner Phone: _____

Owner Home or Business Street Address: _____

Owner Email Address: _____

Total # of Rental Properties you own in the city of DeSoto: _____

For Corporate, Partnership, or Other Ownership, please complete the following:

Name of Business Entity: _____

Authorized Agent (Person authorized to obtain permit under the company name):

Name: _____

Title: _____ Company Name: _____

Company Address (mailing):

Company Address (physical):

Phone: _____ Email: _____

Is this company incorporated in Texas? yes no

If not, where is the company registered? _____ If this a foreign corporation or partnership? yes no

Property Manager

Name: _____ Title: _____

Management Company Name: _____

Office Address: _____

Phone: _____ Email: _____

Tenant Information

Name of Primary Lessee/Tenant: _____

Phone Number: _____

Email: _____

of Occupants: _____ Tenant move in Date: _____

Additional Adult Tenant(s): _____

Certification/Signatory:

“By my submittal of this form, I hereby certify that all information provided on this application is, to the best of my knowledge and belief, true, accurate, and complete. Any false information may result in withdrawal of the application and may result in criminal charges according to the ordinance. I hereby agree to abide by the ordinances applicable to rental properties as a condition of being issued registration with the city of DeSoto. This application constitutes consent of the property owner/manager/agent for the City of DeSoto to perform all required interior and exterior inspections of this property. It is understood that this registration is not transferable to another person or entity. I acknowledge that inspection information/results and any other communication for the rental address listed above will be via email adress(es) provided in this document.”

(add signature here)

To submit this Registration in paper form with payment (by check- only) you must call and **schedule an appointment** with the Code Enforcement Department at 469-658-3075.