



# Rental Registration Form

Registration Type:  Single Family Initial (\$15)  Single Family Renewal (\$15)

Duplex Initial (\$7.50 each side)  Duplex Renewal (\$7.50 each side)

Information Update (no fee)

Rental Property Address: \_\_\_\_\_

Property Type:  Single-Family\*  No. of tenants

Duplex\*   No. of tenants on each side

\* Single-family includes townhomes, but not condos. Multi-family (tri/four-plex, apartments) are not required to register.

Is this home being used as a game day rental?  Yes  No

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

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

Home address is confidential pursuant to State or Federal Law (supporting documentation required).

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Local Contact Name \*\*: \_\_\_\_\_

\*\* Required if the property owner lives more than 30 miles from the College Station City Hall. Local contact cannot be on the lease and must reside within 30 miles of the College Station City Hall. Local contact must retain name and contact information for all persons listed on the current lease and present information to the Administrator upon request.

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Local Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**NOTE:** The City Of College Station does not allow for more than four (4) unrelated persons in a single-family dwelling. (City of College Station Code of Ordinances; Chapter 12: UDO; Article 11: Definitions: Family)

*Please make checks payable to*

**The City of College Station**

Attn: Code Enforcement

P.O. Box 9960

College Station, TX, 77842

Web: [www.cstx.gov/rentalregistration](http://www.cstx.gov/rentalregistration)

Office: 979.764.6363

Fax: 979.764.3785

E-mail: [rentalregistration@cstx.gov](mailto:rentalregistration@cstx.gov)

**Penalties for failure to register a rental property:** The city issues a written citation or summons request to Municipal Court for code violations. Violations include: Failure to register a non-owner occupied property; refusing to allow the review of required documents or information; providing false information. Each day that a violation continues is a separate offense.

If you receive a citation or summons to Municipal Court, you must contact the [Court Administrator](#) within 10 days of the citation/summons to pay the fine or arrange for a plea and hearing. Fines: First Offense is \$180. Second Offense is \$330. Third offense is \$480

**As the applicant, I hereby certify that the property referenced above is not currently rented to more than four unrelated individuals, as defined by “Family” in Article 11 of the Unified Development Ordinance. (See below) Furthermore, I hereby certify that the property referenced above will not be rented to more than four unrelated individuals, as defined by “Family” in Article 11 of the Unified Development Ordinance. I have made the current tenants, and will make all future tenants, aware of the definition of a “Family” as defined in Article 11 of the Unified Development Ordinance, as amended.**

A family is one or more persons occupying a single dwelling unit, provided that unless all members are related by (1) blood, (2) adoption, (3) guardianship, (4) marriage, or (5) are part of a group home for disabled persons, no such family shall contain more than four persons. (City of College Station Code of Ordinance; Chapter 12: UDO: Article 11)

**Under the penalty of perjury, I certify that the information on this form is true, correct, and complete. I fully understand that it is a crime to knowingly make any false statements concerning any of the information provided in this application.**

Signature: \_\_\_\_\_

Owner / Local Contact

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

PrintForm