



CITY OF GLENN HEIGHTS RENTAL REGISTRATION/INSPECTION PROGRAM FACT SHEET

On March 1, 2016, the City of Glenn Heights City Council passed ordinance O-03-16, establishing a registration/inspection program and minimum standards for rental dwelling units within the City of Glenn Heights.

Rental Registration requirements apply to **all** rental dwellings within the City of Glenn Heights. An annual registration shall be filed by the owner/owners of all property in which a rental dwelling exists.

COMPONENTS OF THE RENTAL REGISTRATION PROGRAM

Registration:

- An owner of real estate within the City of Glenn Heights must register all real estate erected or maintained as a rental unit on or after July 19, 2016.
- Owners of rental property are required to register their properties **annually** or within **thirty (30) days** of obtaining title to any rental housing real estate.
- Applicants must submit a complete and accurate application form.

Residential Rental Dwelling Unit /Building Registration Fees (per unit)

- Registration Fee **\$55.00**
- Late Registration **\$75.00**

Inspection:

- Each rental unit within the City of Glenn Heights is subject to annual inspection.
- The owner is responsible for providing written notice upon each and every change in occupancy.
- The owner must allow for the inspection of the exterior and interior of Multi-Family Structures.

Residential Property Inspection Fees

- **Single-Family** and **Duplex** Structures **\$50.00**
- **Multiple-Family** Properties containing **3-25** Dwelling Units **\$75.00**
- **Multiple-Family** Properties containing **26-100** Dwelling Units **\$90.00** \$12.50 per unit x 30% of total units
- **Multiple-Family** Properties containing **101+** Dwelling Units **\$115** x \$12.50 per unit x 30% of total units
- **1st Re-inspection** Fee **\$50.00**
- **2nd Re-inspection** Fee **\$75.00**
- **3rd and over Re-inspection** Fee **\$100.00**

BENEFITS OF THE RENTAL REGISTRATION PROGRAM

Safety:

- The City of Glenn Heights will be able to contact owners or landlords if an emergency occurs.
- Potential unsafe or unsanitary conditions should be lessened as a result of increased inspection activities.

Neighborhood Stability and Property Value Protection:

- Rental properties will be inspected more often, which will prevent minor code infractions from developing into major problems.
- This protects the neighborhood character, as well as the value of property for landlords and adjacent homeowners.
- Over time, increased inspections under the rental registration program will result in better-maintained housing within the City of Glenn Heights- thereby increasing property values and improving neighborhoods.

Rental Accountability:

- The Rental Registration Program will be yet another tool for accountability for the maintenance and safety of properties
- As a result of the program inspections, property owners/tenants will have a record available pertaining to the condition of the property upon each change in tenancy.

Frequently Asked Questions (FAQs)

Q: Why did the City of Glenn Heights adopt a Rental Registration Program?

A: To address the needs of an aging housing stock in the City of Glenn Heights, as well as address complaints which are regularly received by the City regarding housing structures in disrepair and common code violations.

Q: Does this program apply to all rental properties?

A: Yes. This program applies to all single-family, two-family/duplex, multi-family, townhomes, and manufactured homes which serve as rental properties.

Q: Will my rental unit be inspected regularly?

A: Yes. Rental units must be inspected yearly, upon a change of tenancy, and upon change of ownership. It is your responsibility to notify the city of need for inspection.

Q: What happens if I fail to register my property?

A: Each violation of Ordinance #0-03-16 is punishable up to \$500, each day the

violation occurs, and each day can be determined as a separate offense.

Q: Who is responsible for paying the registration and inspection fee?

A: The property owner is required to pay the fees.

Q: How does this program help me?

A: Registration of rental property units and establishment of minimum housing standards ensures complaints are dealt with in a timely manner and rental units are maintained in a safe and habitable condition. This benefits both the property owner and tenant since there will be record that the property was rented in a safe and habitable condition.

Q: How do I obtain a Registration Application?

A: Applications are available at the City of Glenn Heights Public Works Building located at 2118 South Uhl Road, Glenn Heights, Texas 75154, or on the City of Glenn Heights website: www.glennheightstx.gov

Q: Do I have to register my property every year?

A: No/Yes. The property owner registers the property only once. If ownership of the property transitions to another entity/owner, then the property must be registered with the new property owner's information.

Q: I've owned a rental property in the City of Glenn Heights for years – am I exempt from the new ordinance?

A: No. All rental properties are subject to these regulations.

¹ Available June 2016

