

Property Owner Registration

Property Owner: _____

If the owner is a partnership, all the partners' names and phone numbers are required. If the owner is a corporation, list the main individual responsible. If corporation is foreign, include the place of incorporation.

Address: _____

Mailing Address: _____

Driver's License: _____ **Place of Incorporation:** _____

Phone #: _____ **Work #:** _____

Email: _____

This information is required by the owner or owner's agent before the inspection will be performed.

Property Information

Number of persons that the unit may occupy: _____

Address: _____ **Square Footage:** _____

Subdivision: _____ **Lot:** _____ **Block:** _____

Is Property Currently Leased? _____ **End Lease Date:** _____

Tenant: _____ **Phone Number:** _____

Property Manager/Management Company

Name: _____

Address: _____

Phone: _____ **Email:** _____

Tenants may not occupy the premises until inspection has passed. A \$100.00 Administrative fee will be assessed if the residence has been occupied prior to inspection. The water services are required to be in the tenant's name, or a \$2,000 fine shall be assessed. Request an inspection by phone at 903.527.9411

or by email at inspections@cityofcaddomills.com.

Authorization

I hereby certify by my signature below that the information provided is true and correct to the best of my knowledge. I understand that Rental Registration inspections are required for every tenant change per City Ordinance 091024-5.

Owner/Agent Signature

Date