

## Landlord Application

☐ I am interested in signing up for bank draft.

Date: \_\_\_\_\_ Service Start Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Property Owner/Management Company Contact: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**The water deposit is on hold and service will revert back to landlord when tenant vacates the premises until the property is sold and the account is closed.**

The City of Caddo Mills recently adopted Ordinance 091024-5 that created a rental property registration, inspection and certificate of occupancy.

1. Property Owner/Manager must complete a registration application for each property owned/managed.
2. A copy of Ordinance 091024-5 is available upon request.
3. Inspections are required upon tenant change along with a new Rental Certificate of Occupancy.
4. A non-refundable inspection fee of \$75.00 shall be paid to the City by the owner for each rental unit at tenant change.
5. The inspections performed must be in compliance with the currently adopted International Residential Code, International Property Maintenance code and other applicable city ordinances and adopted codes.

***I acknowledge the water service will be turned on at the above property and will not hold the City of Caddo Mills responsible for any property damage to the water being turned on without my presence. I acknowledge if the meter shows water usage, it will be turned back off and my presence will be required for connection of service.***

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

***Please complete and return in person - City Hall 2313 Main or by mail - P.O. Box 490, Caddo Mills, TX 75135***

**Contact us at 903-527-3116 or [waterclerk@cityofcaddomills.com](mailto:waterclerk@cityofcaddomills.com)**