



Rental Registration Application

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 Sachse: _____

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

Name of Business Entity: _____

Authorized Agent (Person authorized to obtain permits/notices 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 Management Information (if any)



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: _____ Term of Lease _____

Additional Adult Tenant(s): _____

Certification/Signature:

“I acknowledge that by submitting 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/or revocation of the registration. I hereby agree to abide by all the requirements of the City of Sachse – Code of Ordinances, as a condition of being issued a registration with the City of Sachse. This application constitutes consent of the property owner/manager/agent for the City of Sachse to perform all required 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 US Mail address(es) provided in this document.”

Printed Name

Signature

Mail to:

City of Sachse - Neighborhood Services
3815-B Sachse Road
Sachse, TX 75083

Email to: NeighborhoodServices@cityofsachse.com