

# Property Owner Registration

## Property Owner

**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:** \_\_\_\_\_

## Property Manager/Management Company

**Name:** \_\_\_\_\_

**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 [Buildingservices@cityofcaddomills.com](mailto:Buildingservices@cityofcaddomills.com) and [permits@cityofcaddomills.com](mailto:permits@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