



Dear Property Owner/Manager,

The City of Caddo Mills recently adopted Ordinance 091024-5 that created a rental property registration, inspection and certificate of occupancy. This letter will serve as notification for this new ordinance and requirements.

1. Property Owner/Manager must complete a registration application for each property owned/managed. A certificate will be issued and a copy of Ordinance 091024-5.
2. Inspections are required upon tenant change along with a new Rental Certificate of Occupancy.
3. A non-refundable inspection fee of \$75.00 shall be paid to the City by the owner for each rental unit at tenant change.
4. 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.

Both applications are included for your convenience. You may email these documents to [permits@cityofcaddomills.com](mailto:permits@cityofcaddomills.com).

If you have any questions or concerns, please contact me.

Sincerely,

Annetta Nabors