



# RENTAL REGISTRATION APPLICATION

## COMMUNITY SERVICES

OFFICE PHONE – 972/744-4180 • FAX – 972/744-5802

- Please check if there has been a change in occupancy or tenants since the last registration date.
- Please check if this property is owner occupied but has individual rooms rented.

Address of Rental Property:
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Primary Tenant Name:	
Tenant's Phone:	
Date of Occupancy:	Number of Occupants:

**Please complete the appropriate information below:**

INDIVIDUAL OWNER	
Owner's Name:	
E-mail Address:	
Address:	
Phone:	(home) <span style="float: right;">(work)</span>

PARTNERSHIP	
Partnership/Company Name:	
List the name, business address and phone number of each partner:	

CORPORATION	
Corporation Name:	
Is this a Foreign Corporation? YES <input type="checkbox"/> NO <input type="checkbox"/> Place of Incorporation:	
Incorporated under the State of Texas Laws? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Mailing Address:	
Business Location:	
Local Person in Charge:	Phone Number:
List the names of all officers, directors and trustees:	

PROPERTY MANAGER	
Property Management Company:	
Address:	
Email Address:	
Agent's Name:	Phone Number:

Signature of Owner/Agent	Date
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<b>Make Payable &amp; Mail to:</b> City of Richardson Community Services P.O. Box 830309 Richardson, TX 75083	<b>Fax to:</b> 972-744-5802	<b>There is a \$75 annual fee to register your property, and a penalty (max \$2,000) for failure to register the property or for providing false information.</b>	<b>FOR OFFICE USE ONLY</b>
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