



# Rental Certificate of Occupancy Application

Application Type:

New Tenant; Move in date: \_\_\_\_\_  Renewal; Original move in date: \_\_\_\_\_

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Rental Property Address:

Street Address: \_\_\_\_\_

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Rental Property Information

Total Sq. ft. of living area: \_\_\_\_\_ #of Bedrooms: \_\_\_\_\_

Number of persons 18 years of age or older occupying rental unit: \_\_\_\_\_

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Rental Property Owner Information *Complete all fields that apply I-V.*

**I. If Owner is an individual**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Driver's license/Identification Card #: \_\_\_\_\_ State Issued: \_\_\_\_\_

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**II. If Owner does not live in Denton County, Tarrant County, or Dallas County**

*Information MUST be provided for a local contact that has the authority to represent the owner in all matters relating to maintenance of the rental unit or units.*

Is local contact the same person as Property Manager? (If yes, skip to Property Manager Section):

Yes \_\_\_\_ No \_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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**III. Property Manager Information** (If Applicable)

Is a property Manager or Management service overseeing the rental property? Yes: \_\_\_\_ No: \_\_\_\_

Company: \_\_\_\_\_ Contact person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Property Management Co. Email: \_\_\_\_\_

**IV. If Owner is a partnership** The owner MUST provide a list of the names and phone numbers of all other partners.

Partner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Partner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Partner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**V. If Owner is a corporation**

Is the corporation organized under the laws of Texas? Yes: \_\_\_\_ No: \_\_\_\_

- If no, then please specify which state the corporation is currently organized under: \_\_\_\_\_

The owner MUST provide a list of the names of all officers and directors or trustees of the corporation.

Is the list provided? Yes: \_\_\_\_ No: \_\_\_\_

**Tenant Information**

*Must list information for each adult tenant (18 years of age or older)*

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

Driver's license/Identification Card #: \_\_\_\_\_ State Issued: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

Driver's license/Identification Card #: \_\_\_\_\_ State Issued: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

Driver's license/Identification Card #: \_\_\_\_\_ State Issued: \_\_\_\_\_

*\*If there are additional tenants, please add their information on a separate sheet and submit with the application.*

**Rental Inspection**

*List whom the Code Official needs to contact to schedule the inspection.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Inspection Date requested: \_\_\_\_\_

I (We), understand that should said premises be used or occupied in violation of this agreement or of the Zoning Ordinance or any building, fire, sanitary, health laws or ordinances of the City of Justin, that I (we) shall be subject to penalty in accordance with the provisions of the Zoning Ordinance or other applicable regulations.

Signature of Owner/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

# Application Approval Process

This Rental Certificate of Occupancy (RCO) Application needs to be completed in full, signed and dated; then can be submitted in person or to [permits@cityofjustin.com](mailto:permits@cityofjustin.com), prior to occupancy.

The Rental CO Application fee, \$100.00, will need to be paid before the tenant can occupy the property.

After payment has been collected from the appropriate party, the tenant may occupy the unit immediately and utility services may be temporarily connected and operational for thirty (30) days.

It is the applicant's responsibility to make sure all contact information on the application is correct. The Code Official will contact the listed person on the application to schedule the rental inspection.

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## Inspection Information

### Property Inspection

- Prior to issuing the Rental Certificate of Occupancy, the Code Official shall inspect the premises for items related to health and safety. This consists of checking the proposed property for compliance with applicable building, fire, health, plumbing, mechanical, electrical and any other codes as adopted by the City of Justin.

### Failed Inspection

- Inspections that fail have thirty (30) days to address any area that is non-compliant. After thirty (30) days if the property owner has not rectified all violations, utility services may be disconnected, the water account may be placed on hold, or other actions may be taken to gain compliance.

### Violations

- Failed inspections will be recorded as code violations, reflecting the areas that need to be addressed. If the violations are found to be detrimental to life, health, and safety by the Development Services Department, then the tenant may be forced to vacate the structure immediately.
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## Revocation of Certificate of Occupancy

The Code Official may, in writing, suspend or revoke a Rental Certificate of Occupancy issued under the provisions of this ordinance whenever the Rental Certificate of Occupancy is issued in error, on the basis of incorrect information supplied, or when it is determined that the property, or portion thereof, is in violation of any code, regulation or ordinance.