



FREQUENTLY ASKED QUESTIONS

Ordinance No. 2340, Residential Rental Registration Regulations

- Q. What facilities are governed by this ordinance?**
Single-family dwellings, duplexes and townhouses that are rented or leased by an owner or owner's agent to one or more people.
- Q. If my single-family dwelling, duplex, or townhome is rented to a family member or relative, is it still required to be registered under this ordinance?**
Yes, unless you as the property owner live there as well.
- Q. What is the most basic requirement of this ordinance?**
Every residential rental unit must have a Rental Certificate of Occupancy (RCO) before it may be occupied by tenants.
- Q. How does one obtain an RCO?**
A property must first be registered and then pass an interior and exterior inspection. Then an application must be made for an RCO.
- Q. What fees are associated with obtaining an RCO?**
The following fees are specified by the City's Master Fee Schedule:
- | | |
|----------------------------|----------|
| Registration of Property | \$25.00 |
| Inspection or Reinspection | \$100.00 |
| Application for RCO | \$10.00 |
| Replace or Update RCO | \$10.00 |
- Q. How often must an owner register residential rental property?**
Registration of every residential rental property must be renewed annually.
- Q. How often must property be inspected?**
An inspection is required upon initial registration with the City and afterwards, every two years, or whenever there is a change of tenant/s.
- Q. What does an inspection cover?**
Inspections will cover the requirements of all applicable codes and ordinances (including, but not limited to):
- Maintenance and upkeep of all interior and exterior areas
 - Plumbing, electrical and mechanical systems
 - Structural integrity of roof, walls, chimneys and foundations
 - Weather protection issues such as exterior wall veneer, shingles, windows, doors, paint, wood rot, mold, etc.
 - Accessory buildings, fences, paved areas



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- Insect or rodent infestation
- Nuisance violations:
 - o High grass and vegetation encroachment issues
 - o Junk, trash, debris
 - o Junked/inoperable vehicles

Q. How long is an RCO good for?

An RCO must be renewed and/or updated whenever:

- Two years have elapsed since the last inspection
- There is a change of tenant/s
- There is a change of owner during the registration year

Q. What are the responsibilities of the property owner or agent?

Owners must:

- Maintain all structures, equipment, appliances to the property
- Not permit occupancy of property that is not in safe and sanitary condition, or that does not comply with all ordinances enforceable by the City
- Pay all taxes, liens, abatement fees, utility bills, fines, etc.
- Notify the City at least 48 hours in advance of an eviction
- Provide the City with a plan for clean-up and removal of personal items from the property 24 hours after the eviction
- Not allow to exist any condition detrimental to safety or sanitation or in violation of any ordinance
- Keep the property free from any accumulation of rubbish, trash, debris, filth or garbage
- Provide written notice to the City whenever all tenants of the property change
- Correct violations and maintain the property in compliance with all ordinances in the event of a dispute with the tenant or in the event that the tenant is absent or unwilling or unable to correct violations for which the tenant is otherwise responsible

Q. What are the responsibilities of the tenant/s?

Tenants must:

- Keep the interior and exterior of the property in clean, orderly and sanitary condition
- Not allow to exist any condition detrimental to safety or sanitation or in violation of any ordinance
- Keep the property free from any accumulation of rubbish, trash, debris, filth or garbage

Q. May a tenant request inspection of residential rental property?

Upon request of a tenant, the City may inspect a property for structural, electrical, mechanical or plumbing problems, ceiling leaks, smoke detector checks and insect or rodent infestation. The property owner or landlord must correct or repair any violations found within 30 days.