



CITY OF DUNCANVILLE  
RESIDENTIAL RENTAL PROPERTY  
CERTIFICATE OF OCCUPANCY APPLICATION

Property Address \_\_\_\_\_

**PROPERTY OWNER OR MANAGER INFORMATION**  
*By signing below, I acknowledge that I have read and understand the City of Duncanville Residential Rental Property Ordinance and agree to abide by the same. A copy of this ordinance can be found on the following website. <http://www.duncanville.com/departments/permit-inspection-services/rental-registration/>*

Print Name of Property Owner or Manager \_\_\_\_\_

Signature of Property Owner or Manager \_\_\_\_\_

Address of Property Owner or Manager \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**TENANT INFORMATION**  
*By signing below, I acknowledge that I have read and understand the City of Duncanville Residential Rental Property Ordinance and agree to abide by the same. A copy of this ordinance can be found on the following website. <http://www.duncanville.com/departments/permit-inspection-services/rental-registration/>*

Print Name of Primary Tenant \_\_\_\_\_

Signature of Primary Tenant \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**NAMES OF ALL ADULT TENANTS OR RESIDENTS *Ages 18 and older***

Name _____	Name _____

**THIS SECTION TO BE FILLED OUT BY CITY OFFICIAL**

Date of Inspection \_\_\_\_\_

Print Name of City Official \_\_\_\_\_

City Official Signature \_\_\_\_\_

Notes \_\_\_\_\_

*A \$10 Rental Certificate of Occupancy (RCO) application fee is due upon submittal of application. All debts to the City must be paid in full prior to issuance of RCO. Upon issuance, the RCO is good for two years unless one of the following occurs: (1) change of property ownership within the year (2) property owner loses RCO due to violation/compliance (3) change of tenant. The signatory does hereby represent that all of the information is true and correct; any false information may result in withdrawal of the application and may result in criminal charges.*