



Please call 972.707.3891
with any questions about
completing the Registration Form.

VACANT BUILDING REGISTRATION CHECKLIST

Please complete this checklist before submitting your Vacant Building Registration Form. It will help to ensure that the form is fully completed with required additional documentation included.

SUBJECT PROPERTY FORMS AND ATTACHMENTS

SUBJECT PROPERTY ADDRESS: _____

- _____ Complete Registration Form
- The following sections must be complete:
 - _____ Registrant Information
 - _____ Vacant Property Information, including Plan of Action
 - _____ Signature of Owner or Property Manager
- _____ Trespass Affidavit *requires notarization (Affidavit is not required of multitenant buildings)
- _____ Floor plan (if architectural drawing not available, floor plan can be hand drawn)
- _____ Proof of liability insurance

FEES AND FEE WAIVERS

All Registrations must include a check or money order for the required Registration and Inspection Fees or a written request for a Fee Waiver.

- _____ Registration Fee (\$125 for non-single family)
- _____ Inspection Fee (\$50, plus an additional \$0.01 per ft. over 5,000 sq. ft.)
- _____ Total Amount of Registration and Inspection Fees included (both are required)

† Please note that the fee waiver only applies to the registration fee. The inspection fee must be paid by the applicant at the time of application submittal.

If applying for a fee waiver, please make sure to complete this part of the checklist.

- _____ Select appropriate fee waiver type on page 4 of Registration Form
- _____ Enclose signed letter requesting Fee Waiver and reason for the request
- _____ Enclose supporting documentation for Fee Waiver request
(for example, building permit, certificate of appropriateness, tax return, etc.)



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VACANT BUILDING REGISTRATION FORM

Instructions: Complete all relevant fields in this registration form and the enclosed trespass affidavit (affidavit must be notarized). Return the registration form, the trespass affidavit and payment of the inspection and registration fees to:
City of Duncanville | 203 E. Wheatland Rd. | Duncanville, TX 75116.
Please make check or money order payable to "City of Duncanville".

REGISTRANT INFORMATION

OWNED BY INDIVIDUAL(S)

Name of First Property Owner:		Date of Birth:
Physical address of Owner:		
City:	State:	Zip Code:
Mailing address of Owner:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	Email:

Name of Second Property Owner (if applicable):		Date of Birth:
Physical address of Second Property Owner:		
City:	State:	Zip Code:
Mailing Address of Second Owner:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	Email:

List of Additional Property Owners:

OWNED BY CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY, LIMITED LIABILITY PARTNERSHIP

Name of Entity:		
Physical Address of Entity:		
City:	State:	Zip Code:
Mailing Address of Entity:		
Phone:	Email:	

Name of Registered Agent:		
Mailing Address of Agent:		
City:	State:	Zip Code:
Phone:	Email:	

OWNED BY TRUST, ESTATE, or OTHER

Name of Trust, Estate or Other:		
Name of Trustee or Representative:		
Physical Address of Trustee or Representative:		
City:	State:	Zip Code:
Mailing Address of Trustee or Representative:		
City:	State:	Zip Code:
Phone:	Email:	

DESIGNATED LOCAL PROPERTY MANAGER

Name of Property Manager:		
Mailing Address of Property Manager:		
City:	State:	Zip Code:
Phone:	Email:	

VACANT PROPERTY INFORMATION

SUBJECT PROPERTY

Physical Address:	Subdivision Name:	Block & Lot #s:
City:	State:	Zip Code:
Number of Vacant Buildings:	Total Vacant Square Footage:	
Last Date of Occupancy:		

PLAN OF ACTION*

1.) Provide a detailed timeline for correcting all violations and a plan to meet the minimum standard of care for vacant properties.

2.) Identify the measures that will be taken to maintain the property while it is vacant.

3.) Provide a detailed plan for how the vacant building will be rehabilitated and identify a future use for the property.

FEE WAIVER REQUEST*

The following fee waivers may be applied to your registration if you meet one or more of these qualifications. Please check the fee waiver that you would like to apply for, include a written request for a fee waiver and attach any pertinent documentation to this registration form as evidence for the waiver.

- 1.) Your property has been devastated by a catastrophe such as a fire or flood within the past 30 days.
- 2.) The owner of the property is indigent.
- 3.) You are a representative of a property owner who is deceased or no longer legally competent.
- 4.) You have obtained a building permit and are progressing in an expedient manner to prepare the premises for occupancy.
- 5.) You have maintained your property to the standard of care for at least two years.

****Fee Waivers granted by the City of Duncanville are only valid for the current calendar year.****

REQUIRED ATTACHMENTS

- 1.) Proof of liability insurance, no less than \$100,000, for the property or a surety bond for the value of the property, if insurance cannot be obtained. Said value shall be the appraised value as determined by the Dallas Central Appraisal District.
- 2.) A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.
- 3.) A "Criminal Trespass" affidavit from the Duncanville Police Department and visual proof (e.g. photograph) that "No Trespass" placards have been placed on the premises (see form enclosed).
- 4.) If applying for a fee waiver or extension, include a written letter requesting such and any applicable supporting documentation.

FINAL CONFIRMATION

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.

Signature of Owner or Registered Agent	Date
Signature of Property Manager (if applicable)	Date

REGISTRATION & INSPECTION FEES

A check, money order or a written request for a qualified fee waiver must be submitted with this application. **Please make checks payable to City of Duncanville.**

Registration Fee	\$125
Inspection Fee	\$50 – plus an additional \$0.01 per ft. over 5,000 sq. ft.
Late Registration	\$50 for every 30th day the registration is late



**TRESPASS AFFIDAVIT
(PRIVATE PROPERTY)**

(Date)

My name is _____ and I am the _____ of the
(Print Name) (Owner/Agent of Owner)
building located at _____, Duncanville, TX _____.
(Street Address) (Zip Code)

I hereby request and authorize the Duncanville Police Department to enter the premises at said location, and in my absence, to enforce all applicable trespass laws on my behalf in regard to the above referenced property.

I further request that, on my behalf, the Duncanville Police Department request all persons who are not customers, invitees, or employees, to immediately leave the property or be arrested pursuant to Section 30.05 of the Texas Penal Code. "NO TRESPASSING" signs have been posted throughout the property. In addition, I, or my designee, will cooperate fully in the prosecution of anyone who is arrested for a violation of any local or state law.

My address is _____,
(Street Address, City, State, Zip)
my phone number is _____ and my email is _____.
(Area Code/Phone Number) (Email Address)

(Signature)

Subscribed and sworn to by me on this _____ day of _____ 20 _____ to certify which witness my hand and seal of office.

NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS



City of Duncanville – Fee Waivers
 203 E. Wheatland Road · Duncanville, TX 75116
 Questions: (972) 707-3891

FOR OFFICIAL USE ONLY
DATE RECEIVED: _____
DATE APPROVED: _____
STAFF: _____

Fee Waiver Application Form

All fee waivers must be applied for, using the form provided, on an annual basis, and are subject to approval by the City Manager. A fee waiver is only valid for twelve (12) months.

All waiver application forms, accompanied by the required documentation and any applicable payment, must be received by the City of Duncanville to be considered.

Incomplete applications will not be considered.

Requestor Information:

Requestor's Name: _____ Phone Number: _____

Property Name: _____ Property Address: _____

Eligible Reasons for Waiver Request (Please select one):

- Property which has been devastated by a catastrophe such as fire or flood:**

The owner has thirty (30) days to register from the date of the disaster but may be exempt from the fees. This exemption is for the duration of one (1) year from the date of the catastrophe; thereafter all applicable fees are due.

- Representatives of Deceased Property Owner:**

Representatives of a property owner who is deceased or is no longer legally competent must register the property and are otherwise subject to this article but may be exempt from the registration fees. The City Manager may waive the registering fee provided to the Representative otherwise complies with the requirements of this ordinance.

- Property has obtained a building permit:**

Where the owner of the property has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy, the owner must register the property and is otherwise subject to this article but may be exempt from the registration fees.

- Property Maintenance:**

The property owner of a property that has maintained the property to the standard of care required under this article, as well as all other applicable ordinances and laws, must register the property.

I declare that the foregoing is true and all attachments to it are true and correct.

Signature

Date