CARROLLTON
TEXAS

Invoice Number: _____

Mail to: City of Carrollton
Utility Customer Service
P.O. Box 115125
Carrollton, Texas 75011-05125
(972) 466-3060

Single-Family Rental Registration Form

Property Information:

1. **Rental Property Address: _____**

Tenant Information: **Property is (circle one) VACANT OCCUPIED**

2. **Primary Tenant Name: _____ 3. Number of Occupants _____**
4. **Primary Tenant Driver License Number _____**
5. **Tenant Daytime Telephone Number (_____)_____**
6. **Tenant Email address _____**
7. **Has there been a change of tenants since your last registration? Yes No N/A**

Owner Information:

8. **This single-family rental home is owned by a(n): check one**
   Individual ____ Partnership ____ Corporation ____ Other _____
9. **Individual Owner Name: _____**
10. **Individual Owner Driver License Number and State of Issue: _____**
11. **Individual Owner Street Address: _____**
    City: _____ State _____ Zipcode_____
12. **Individual Owner Telephone Number: (_____)_____**
13. **Individual Owner Email Address: _____**
14. **Corporation/Partnership/Company Name: _____**
15. **Corporation/Partnership/Company Mailing Address: _____**
    _____
    City: _____ State _____ Zipcode_____
16. **Is this a Foreign Corporation/Partnership/Company? Yes No**
17. **Is this Corporation/Partnership/Company Incorporated in the State of Texas? Yes No**
18. **Corporation/Partnership/Company Email address: _____**
19. **Registered Agent Name: _____**
20. **Registered Agent Telephone Number: (_____)_____**
21. **Registered Agent Email Address: _____**

Property Manager Information:

22. **Property Manager Name: _____**
23. **Property Manager Street Address: _____**
    _____
    City: _____ State _____ Zipcode _____
24. **Agent Name: _____**
25. **Agent Telephone Number: (_____)_____**
26. **Agent Email Address: _____**

Certification "*I hereby certify that all information provided in this application is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including fines up to $500.00 per violation*."

Signature of Owner/Agent Attesting to Certification: _____

Printed Name: _____ Date _____

ENVIRONMENTAL SERVICES
P.O. Box 110535 * Carrollton, Texas 75011-0535
Fax: 972/466-3175
envservices@cityofcarrollton.com

CARROLLTON
TEXAS

Single-Family Rental Registration Invoice

Invoice Number:
Single Family Account Number: 100043521
Date of Issue:
Single-Family Rental Address: , Carrollton, Texas

TO:

PLEASE REMIT PAYMENT TO:

CITY OF CARROLLTON
UTILITY CUSTOMER SERVICE
P.O. BOX 115125
CARROLLTON, TEXAS 75011-5125

DESCRIPTION	AMOUNT
Single-Family Rental Registration Fee	**$50.00**
***Online registration and payment is not available at this time. Credit Card payments may only be made in person at City of Carrollton Utility Billing Department in City Hall.** *** Be certain to legibly complete all sections of the application. If you fail to do so, the application may be considered invalid and be returned and citations may be issued.** *** Applications and/or payment received in our office after the due date may result in citations being issued. (Each day of violation is a separate offense. The maximum fine for each citation is $500.00.)** *** Failure to pay within 30 days of the date on the invoice may result in a late fee of $50.00. Also, citations and fines may be assessed if the rental property is not properly registered with the city.**	
TOTAL	**$50.00**

FOR PROPER CREDIT PLEASE RETURN A COPY OF THIS INVOICE AND YOUR COMPLETED APPLICATION WITH YOUR PAYMENT! FAILURE TO SUBMIT THE REGISTRATION FEE AT THE TIME OF THE REGISTRATION FORM IS SUBMITTED WILL BE CONSIDERED AN INCOMPLETE REGISTRATION AND BE SUBJECT TO THE AFOREMENTIONED PENALTIES.

Thank you for your cooperation. Should you have questions regarding this matter, please contact the Environmental Service Department at (972) 466-3060.

ENVIRONMENTAL SERVICES
P.O. Box 110535 * Carrollton, Texas 75011-0535
Fax: 972/466-3175
envservices@cityofcarrollton.com