



# 2016 Multi-Family Rental Registration and Inspection Form

Please fill out this form in its entirety and mail it to our office with the \$10 per unit payment:  
City of Coppell, Building Inspections, 265 E Parkway Blvd, Coppell, TX 75019 – phone 972-304-3500.

<b>Property Information</b> (name and address)	<b>Complex Data</b>	
	Number of Buildings	
	Number of Rental Units	
	Year Built	
Number of Vacant Units		
<b>Property Owner Information</b>		
Name:		
Mailing Address:		
Phone Number:		After Hours Phone Number:
e-mail:		
<b>Property Owner's Representative</b> (if other than above)		
Name:		
Mailing Address:		
Phone Number:		After Hours Phone Number:
e-mail:		

- I certify that I am representing the owner and I am listed above as the property owner's representative.
- I certify that I am the property owner.

\_\_\_\_\_  
Signature of Owner or Representative

\_\_\_\_\_  
Date Signed

The Code Officer will provide you with the unit numbers set for inspection for the 2016 inspections. Any units that fail inspection will require correction and reinspection. A Code Officer will return to conduct a re-inspection when scheduled by the property owner or representative. Failing to comply with the Rental Registration and Inspection Program could result in fines and the units not being approved for occupancy. A sample of the checklist used for inspection is attached for your convenience.

*Below for office use:*

Payment received by:	Date:	Amount:
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Inspection Checklist		Address/Unit#	
<b>Exterior – Main Structure</b>	Pass	Fail	Comments
1. Locking hardware works.			
2. Locks on doors.			
3. Doors and windows are weather-tight.			
4. Exits clear and unobstructed.			
5. Window and door condition acceptable.			
6. Street numbers visible from street & alley.			
7. Windows operable in sleeping rooms.			
8. Foundation free from obvious disrepair.			
9. Exterior free from holes or gaps (i.e. holes in brick, siding, stucco, etc.)			
10. Roof free of obvious disrepair or missing shingles.			
11. Chimney (if any) in good condition and free of obvious disrepair.			
12. Handrails existing if 4 or more steps and securely attached.			
13. Guardrails required if deck or platform is over 30 inches above grade.			
<b>Exterior – Sanitation</b>			
1. Property free of junk vehicles and/or equipment.			
2. Property free of litter, debris and trash.			
3. Swimming pool maintained in clean and sanitary condition and in good repair.			
4. Fences well maintained.			
5. Grass and weeds are less than 12 inches.			
6. Waste receptacles are not overflowing and out of the right-of-way.			
7. Accessory structures in good repair?			
<b>Interior</b>			*electricity must be on for inspection
1. Furnace provided.			
2. Water heater provided.			
3. Smoke detectors provided in all bedrooms and area outside bedrooms			
4. Electrical fixtures free from obvious disrepair (including exhaust fans)			
5. Electrical outlets and switch plate covers provided.			
6. Plumbing fixtures free from obvious disrepair.			
<b>Summary</b>			
<b>Signature of Code Officer</b>			
<b>Phone Number</b>		972-304-3500	
<b>Date of Inspection</b>			