

In 2009, the College Station City Council sought to maintain neighborhood integrity by adopting a rental registration ordinance that requires single-family and duplex rental properties to be registered with the city.

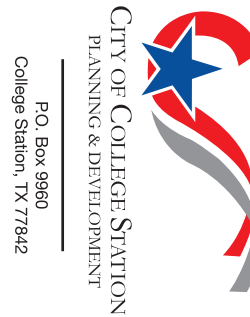
The registration process helps prevent problems and improves communication among neighborhoods, property owners and the city.

The program's goal is to identify rental property ownership with a local contact in case of health, safety or other code violations that might be detrimental to properties, tenants or surrounding neighborhoods. The program also helps the city keep property owners informed of new ordinances, laws or issues that might affect their properties. The intent is to keep neighborhoods safe, clean and peaceful for everyone. Similar programs have been successfully implemented in university communities across the country.

On June 24, 2014, the City Council revised the rental registration ordinance to include a citation provision and a requirement that the lease be presented upon request to the administrator for review. The revisions take effect on Aug. 11, 2014.

The City of College Station defines a family as one or more persons occupying a single dwelling unit that are related by blood, adoption, guardianship, marriage, or are part of a group home for disabled persons.

The city does not allow for more than four unrelated individuals to occupy a dwelling unit.



Rental REGISTRATION Program



CITY OF COLLEGE STATION
PLANNING & DEVELOPMENT

979-764-3570
cstx.gov/rentalregistration

WHO IS RESPONSIBLE FOR REGISTERING?

The rental property owner is responsible for registering. Out-of-town owners must designate a local contact person responsible for the property. The local contact cannot be someone listed on the lease and must reside within 30 miles of CollegeStation City Hall. *Tenants are not required to register.*

ARE ALL RENTAL UNITS REQUIRED TO REGISTER?

No. The ordinance only applies to single-family and duplex rental properties. Single-family or duplex dwelling units that are not owner occupied – regardless if rent is charged – are considered rental properties. Residential structures providing complete, independent living facilities for two separate families – including permanent provisions for living,

sleeping, cooking, eating and sanitation in each unit – are considered duplex dwellings. Residential units that provide complete, independent living facilities for one family – including permanent provisions for living, sleeping, cooking, eating and sanitation – are considered single-family dwellings.

HOW DO I REGISTER?

Property owners register by submitting a completed rental registration form with the annual fee of \$15 for single-family structures or \$7.50 per each side of a duplex.

Registration must be renewed each year. The rental registration form can be downloaded from cstx.gov/rentalregistration or picked up from Planning & Development Services in College Station City Hall at 1101 Texas Avenue.

WHAT IF I HAVE A CHANGE OF TENANTS?

Property owners do not need to provide change of tenant information to the city, but current tenant information should be retained by the local contact person and made available when necessary.

WHO HAS ACCESS TO RENTAL REGISTRATION INFORMATION?

The database is maintained only for city use, but is considered public record if requested.

WHAT HAPPENS IF I DON'T REGISTER?

Violations of the city code are misdemeanors that carry fines up to \$500.

HOW IS THE ORDINANCE ENFORCED?

The city issues citations for code violations.

By signing the citation, you acknowledge receipt and promise to contact the administrator to pay the fine or arrange for a plea and hearing within 10 days of the citation. Violations include not registering a rental property, not providing requested documents for review, providing false information and continuing non-compliance. *Each day a violation continues, or is permitted to continue, is a separate offense.*

CITATION AMOUNTS

Offense	Payment within 10 Days	Payment after 10 Days
First	\$180	\$200
Second	\$330	\$350
Third and subsequent	\$480	\$500

CAN I APPEAL A CITATION?

Yes, you are entitled to due process, including an administrative hearing and the right to judicial appeal.



CITY OF COLLEGE STATION
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*For more information
or to review the ordinance,*

**979-764-3570 | rentalregistration@cstx.gov
cstx.gov/rentalregistration**

