

To register your rental property, download the application by using your phone's camera to scan the below QR code.



SCAN ME

Completed applications

should be mailed to:
City of Richmond
C/O Permits Department
600 Morton
Richmond, TX 77469

Check Payable to:
City of Richmond



www.richmondtx.gov

Permits Department

Questions?

permits@richmondtx.gov
281-232-6871



Rental Registration Requirements

Which Properties Must Be Registered?

All single-family, multi-family, and condominium dwellings that are leased or rented must be registered.

Dwelling unit means one or more buildings of individually owned units with common ownership of other elements.



Failure to register is a violation of City Ordinance and will subject the owner to code enforcement procedures.

Details Required for Registration

- Contact information for the residential rental property.
- Legal name of owner, individual, or company name.
- Direct mailing address, email, and phone number for the person responsible for responding to nuisances, code violations and emergencies that arise at the rental property.

Registration fee of \$50.

FOR RENT

How Often Must I Register My Property?

The owner must maintain current contact information with the Department of Development Services for the duration of time the dwelling unit(s) is rented or available for rent.

The owner is required to notify the Department of any change to registration information within thirty (30) days.

If ownership of the property changes and it remains a rental property, the new owner must register the property within thirty (30) days from the date of transfer.

Registration is not assignable or transferable and is valid for two years

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