



Dear Property Owner/Agent/Manager:

On September 5, 2017, the Poteet City Council adopted Ordinance 09052017-01 into the Poteet City Code that provides for the registration of all Non-Owner Occupied habitation Rental properties, effective November 15, 2017.

Please find attached a registration application and frequently asked questions (FAQ) with additional information about the program. This application must be completed by the person who owns, operates, or controls the property, and returned with the applicable, nonrefundable fee of \$100 per occupied rental property.

Upon receipt of the completed application and all required fees, a certificate of registration will be issued for the property if the applicant has met all requirements for registration.

Any fees (e.g. re-inspection, taxes, and registration) not paid for prior years must be submitted prior to the issuance of a certificate of registration.

All payments, applications and fees must be mailed or submitted to:

City of Poteet, Po Box 378, Poteet Texas 78065 Attn: Code Compliance Billing

Please do not mail applications or payments to the Department of Code Compliance, these payments will be returned.

Additionally, Non-Owner Occupied Rental Program updates and copies of the Non-Owner Occupied Rental property registration applications can be obtained from the City of Poteet website at www.poteettx.org.

Should you have any questions, please contact the Department of Code Compliance, 830-742-8123. All billing or collection questions should be forwarded to the City Hall Collections at (830) 742-3575.

Thank you for your cooperation.

Rental Registration FAQ

Code Compliance Community Services

What does the Program require?

The Non-Owner Occupied Rental Program requires that, effective November 15, 2017, owners of occupied & unoccupied rental property to register annually and pay a \$100 fee per rental property.

What kinds of properties are included in the program?

This rental program is for single family or multi-tenant homes that are either leased or rented and occupied by someone other than the owner of the property.

What are the penalties for failure to register an occupied rental property?

Code Compliance will identify these rental properties in the course of on-going inspections for violations reported to the City or identified by inspectors.

Notices of violation will be issued to property owners for any rental property found in violation of the registration requirement. These notices will provide time to submit the registration application and payment.

Citations will be issued for failure to comply and fines will range from \$200-\$2000.

How can I get an application to register my rental/lease property?

You may obtain an application with the attached requirements and forms by going to the City of Poteet website at www.poteettx.org or by contacting the City of Poteet city hall office at (830) 742-3575.

Are there any exemptions, additional requirements or additional fees?

- The renewal fee for a certificate of registration for a property is \$100 if the property was free of any confirmed structural code violations during the previous registration period.
- There is a \$40 re-inspection fee to the owner when a property is found with a structural violation.

Is an inspection of my property required?

Inspection is required. The property may be inspected at any time during the registration period if a code violation is reported to the City or identified by code inspectors.

What is the expiration date of the registration?

- The registration is valid for one year from the date completed.
- The owner is required to contact Code Enforcement to update / validate registration information.

Will I have to fill out the entire registration application every year?

No, unless there is a change of ownership. However, you will need to ensure all of your contact information is updated and validated.

What are the goals of this program?

- To facilitate neighborhood stabilization.
- Foster clean and safe rental properties without diminishing the availability and affordability.
- Enhance partnerships and communication with property owners and tenants.