

Rental Registration

Frequently Asked Questions

How do I register?

You may secure registration information on-line at www.cstx.gov/rentalregistration, you may come into the Planning and Development Office located at 1101 Texas Avenue and register, or you may print off an application from the website and mail it in to College Station Planning and Development Office, P. O. Box 9960, College Station, TX 77842.

How much does it cost and when do I register?

The cost is \$15 per year for each property being registered and must be renewed each year.

How does this affect the tenants?

Tenants are not responsible for this registration.

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 and when necessary made available through the local contact person.

What if I live out of town?

You will need to register and designate a local contact person who is responsible for the property. This local contact cannot be a tenant.

Who has access to this information?

This is a database kept by the city for city use only. However, city information is public record if someone should request the information.

Why did the city decide to adopt this program?

College Station is a growing community with many rental properties due to the number of students who live here. This ordinance has been considered for many years because the need to be able to contact a property owner when there are issues that cannot be resolved by the tenant. This type program has been adopted in many university communities across the country with much success.

How does this benefit the landlord?

This program should lend a measure of protection to the character and stability of residential areas and preservation of the value of land and buildings throughout the City. It should also be an incentive for tenants to be accountable for issues such as respecting

the occupancy limit and lawful use of the dwelling, maintaining sanitary conditions and keeping pets in an appropriate manner and under control.

How does this benefit the neighborhood and community?

The city's goal is to keep all neighborhoods safe, clean, and peaceful for all inhabitants of the community. This should improve communications among all parties both in the neighborhood and for the city and property owners to prevent problems in neighborhoods.

How does this benefit the city?

This gives the city a contact person who is responsible for a property when there is a health, safety, or code violation issue. This should help the city's communications efforts with property owners to keep them informed of new ordinances, laws or issues that might affect their property.

What happens if I don't register?

Violation of this City Code is considered a misdemeanor that carries a fine from \$25-\$2000.

What if I need to talk to a staff person?

You may call 979/764-3570 or email us at rentalregistration@cstx.gov if you need to speak to someone.