



Residential Rental Property
License and Inspection Program

A Guide for
Property Owners, Tenants, and the Community

Code Enforcement Department
One Troyan Drive
Meadows Place, Texas 77477
(281)983-2938
(281)983-2940 fax

Dear Rental Property Owners and Tenants:

With the goal of preserving and improving the City of Meadows Place rental properties and, in turn, our neighborhood, we are pleased to present you with this guide of useful and important information. The information in this guide will help City staff work together with tenants, landlords and the community to keep properties in good condition, protect individual and business investments. But most importantly, make properties continually attractive and healthy for residents to enjoy. We encourage all property owners to understand and abide by the city codes related to their properties and to be aware of their responsibility in ensuring the integrity of our valued neighborhood. At the same time, we encourage all tenants to understand *their* rights and to carry through with *their* responsibilities to properly maintain the properties in which they live and their obligations to their landlord and to the neighborhood as a whole. We each have a very important role in making our city the best it can be. Please read the material in this guide to understand your rights and responsibilities while learning how you can keep our neighborhood safe and attractive.

Thank you in advance for making Meadows Place

Your Place for Life.

Karl Velasco,

Code Enforcement Official

To request an application, ask questions relating to this program or schedule an inspection, contact me during regular business hours, 9:00 a.m. – 4:00 p.m. Monday through Friday.

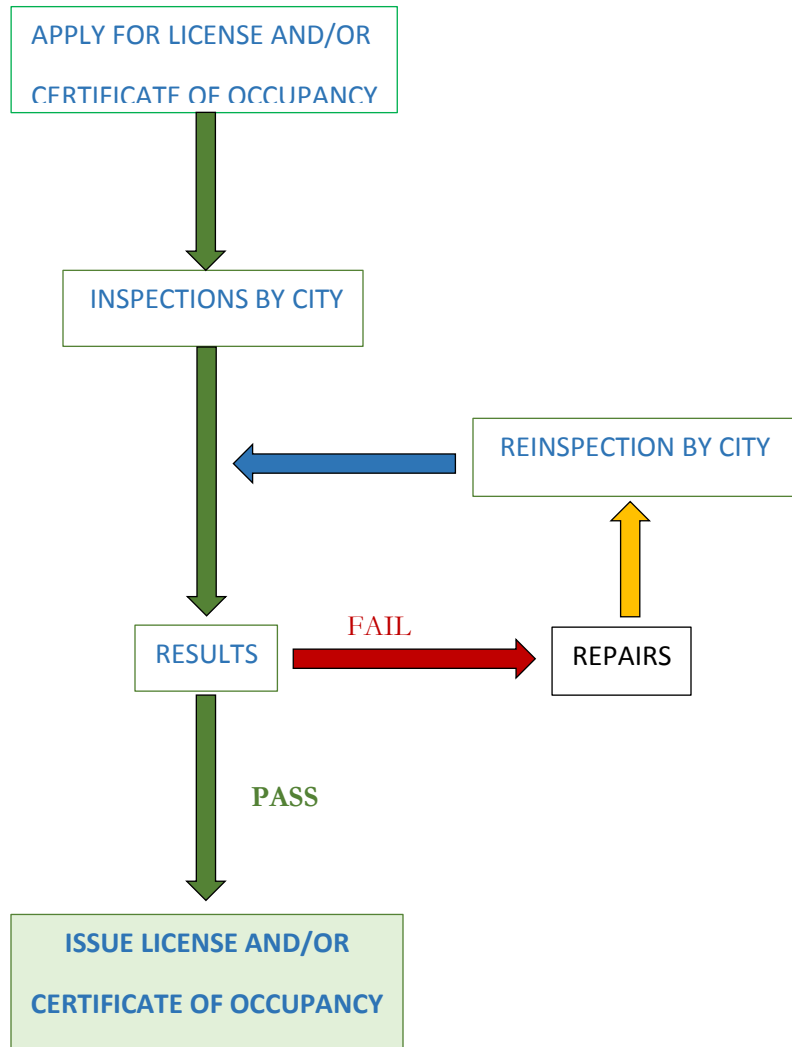
Phone: 281-983-2938

By Fax: 281-983-2940

Email: Code-enforcement@cityofmeadowsplace.org

City of Meadows Place
License and Inspection Process

Please call if you have any questions



How the Program Works

The Residential Rental Property License and Inspection Program is a two (2) part process that requires the rental property owner to obtain a license annually. Each unit will have an exterior inspection annually and will have an interior inspection when: a) there is a change in occupancy; b) an inspector notes an exterior code violation that indicates a potential critical or life safety circumstance; c) or as requested by the occupant.

Step A: Apply for License:

Applications are available:

1. By mail
2. At City Hall
3. Download the application at www.cityofmeadowsplace.org and go to the Code Enforcement link. Application link located at the bottom of the page.

Applications are to be submitted by the property owner:

1. By Mail
2. In person at City Hall

Fee:

1. A \$100.00 fee must be included with the application.

Application Review:

1. When the application is approved for completion, an interior and exterior inspection will be scheduled.

Step B: Property Inspection:

Exterior Inspection: The exterior inspection is intended to provide an estimation of the general condition of the property, and will consist of an assessment of the properties' structures and grounds. Here are a few of the areas that the inspector will be looking for during the inspection:

1. Grounds:
 - a. High Weeds and Grass (not to exceed 9" in height)
 - b. Unsanitary conditions (stagnant water, refuse, garbage, etc.)
 - c. Junk vehicles (inoperable, no registration or current inspection, etc.)

- d. Pools/Fences (pools must be sanitary and fenced; Fences must be in good repair, not leaning or have missing pickets.)
2. Structures:
- a. Exterior Finishes (Peeling paint, rotten /missing siding, unfinished surfaces, etc.)
 - b. Windows and doors (All windows and doors must be secured and weather tight, i.e. no broken or missing windows & doors.)
 - c. Roof (Damaged/missing shingles, sagging rafters)
 - d. Foundation: significant settling or cracks (cracks greater than 1/8" could be a sign of serious foundation problems])
 - e. Driveways must be in a good state of repair and free from hazardous conditions.

Interior Inspection: In addition to the exterior inspection, an interior inspection will be conducted each time; a) there is a change in occupancy (new tenant); b) probable cause (a condition on the exterior that indicates serious health or safety issues may exist inside the dwelling unit); or c) as requested of the tenant.

Here are some of the areas the inspector will be looking for during the interior inspection:

1. Safety devices: Where required, must be operable;
 - a. Locks
 - b. Latches
 - c. Smoke Detectors
2. Health and Sanitation: Conditions must not constitute a threat to the Health and Safety of the Tenants.
 - a. Mold
 - b. Water penetration
 - c. Insects
 - d. Rodents
3. Foundation: Look for indications of foundation failure.
 - a. Sticking doors/windows
 - b. Cracks in walls, door frames, floors etc.
4. Structure: Conditions must not constitute a threat to the Health and Safety of the Tenants
 - a. Obvious structural failures
 - i. Holes in walls/ceilings
 - ii. Buckling floors/ceilings

5. Plumbing: All plumbing must operate efficiently to protect Tenant Health and Safety
 - a. Check traps
 - b. Check water heater
 - c. Test drains
6. Electrical: All electrical wiring and circuits must be installed safely and in conformance with all applicable codes
 - a. Check outlets for polarity
 - b. Check outlets for proper GFCI protection (new bathrooms receptacles only)
 - c. Check for appropriately installed breakers

If the property fails either the exterior or interior inspection, the PROPERTY OWNER is responsible for ensuring that noted violations are corrected with the following timeframes:

1. Life Safety Violations (immanent threat to Health or Safety): Within 24 hours.
2. Critical Violations (potential threat to Health or Safety): Within 72 hours.

After the violation is corrected, the City will re-inspect the property one (1) time at no additional charge to verify that the violation has been corrected. The property owner will be assessed a fee of \$50.00 for any subsequent re-inspection.

Step C: Issuing the License

If the inspections are in compliance, the City will then issue the property owner a license to operate the property as a rental unit. The license is valid until July 31st of every year. It is the property owner's responsibility to ensure that the license is current at all times. Property owners with expired rental licenses can be fined up to \$500.00 per day.

If at any time during the year the owner leases the property to a new tenant, the City **MUST BE NOTIFIED**, so that a Change of Occupancy Inspection (interior and exterior) can be scheduled. The fee for this Occupancy permit is \$75.00.

Step D: License Renewal

A license renewal notice will be mailed to each owner annually at the end of June, due no later than July 31st. The fee is \$100.00.

SPECIAL NOTE ABOUT APPLYING FOR WATER SERVICE
FOR RENTAL UNITS

The City of Meadows Place will not provide permanent water service to any rental property that has failed to obtain a Residential Rental Property License. Tenants and property owners should be aware of the following conditions relating to water service.

1. When renting to new tenants, the property owner shall notify the City and arrange for a Change of Occupancy Inspection (interior and exterior). Ideally, this should be completed after the old tenants have moved out, but before the new tenants have moved in. If the application and fee is not submitted when the new tenants attempt to apply for water service (i.e. put the bill in their name), they will be denied water service until the property owner applies for a license. The tenant will only be allowed temporary service. Temporary service only lasts for up to 30 days. To receive water service beyond 30 days, the property owner must arrange for the property to receive its Change of Occupancy Inspection. The City will make its best efforts to ensure that the inspection is conducted in a timely manner, but it is the responsibility of the property owner to ensure that inspections are arranged in time to prevent service interruption.
2. The Property Owner only needs to schedule a Change of Occupancy Inspection when new tenants have arranged a lease agreement. If the previous tenants have moved out, but no new tenants have been secured, the property owner can place the water service in their own name without obtaining a Change of Occupancy Inspection, providing there are NO OCCUPANTS to the residence. The Inspection should be scheduled at the time new tenants have been secured.
3. The tenant will be responsible for providing a copy of their lease and a \$200.00 deposit to initiate water service in their name.
4. Violations will result in fines, additional fees and, or, termination of water service until requirements satisfied.

SPECIAL NOTE ABOUT RESTRICTIONS ON RENTING TO REGISTERED SEX OFFENDERS

Under City of Meadows Place Code 2006-14, it is unlawful for a property owner to rent a residential property to a registered sex offender if the residential property is located within 2000 feet of any schools, playgrounds, youth centers, public swimming pool, public parks, private recreational facilities, youth athletic fields or video arcade facilities.

BOTH the OWNER and the TENANT can be fined up to \$500.00 per violation per day for violating this ordinance.

It is the responsibility of the owner of the property to properly screen potential tenants to ensure compliance with these regulations. Please consult the ordinance or the City of Meadows Place Police Department at (281)-983-2900 if you have any questions.

