



## **CITY OF ANGLETON**

# **RESIDENTIAL RENTAL PROPERTY REGISTRATION AND INSPECTION PROGRAM**

*A Guide for Property Owners, Tenants, and the Community*

## **DEVELOPMENT SERVICES DEPARTMENT**

121 N. VELASCO ST.  
ANGLETON, TEXAS 77515  
(979)849-4364 (PRESS 2 TWICE)



## Dear Angleton Residents, Tenants, and Future Residents:

The goal of the Angleton Residential Rental Property Registration and Inspection Program is to preserve and improve rental properties within the City, to proactively support property owners in adhering to the City's Code of Ordinances, to promote health and safety, and to deliver the quality of life Angleton residents deserve. Angleton City Council adopted Ordinance No. 202110-XXX on October 26, 2021, which codifies the Residential Rental Property Registration and Inspection Program. The program effectively begins on January 15, 2022 in order to allow residential rental property owners time to register with the City.

The program is also designed to upgrade rental units to meet required health, safety, fire, and zoning codes and to provide a more efficient system for compelling both absentee and local landlords to correct violations and maintain rental units within the City. The City's staff recognized that the most efficient system to provide for rental inspections is the creation of a program requiring the registration of all residential rental properties within the City so that orderly inspection schedules can be made by City staff.

Tenants should also know their rights and responsibilities for maintaining the property and home in which they live and in keeping their neighborhood a safe and attractive place. This packet contains information needed to fulfill the City's Residential Rental Property Registration and Inspection requirements.

Welcome to Angleton and thank you for doing your part to keep Angleton sustainable and beautiful!

Sincerely,

City of Angleton  
Department of Development Services



## **City of Angleton's Residential Rental Property Registration and Inspection Program (3RPI)**

The 3RPI Program applies to all residential rental properties and requires landlords to register rental properties with the City. Inspections are done by the City's Code Enforcement staff when a new tenant moves into a rental property, annually, and when a complaint is received by Code Enforcement. No rental properties are exempt from the requirements to register the property as a rental with the City and pass a property inspection before a residential rental property permit can be issued.

### **Rental Property Registration:**

1. Registration is required to be complete by January 15, 2022. Each year following the inception of the Angleton Residential Rental Property Registration and Inspection Program, registration will be required to be completed by the first of January annually.
2. To register, property owners need to access a rental property registration application form on the City's website under Development Services (**Add this section to the DS Dept page – left side menu**), complete the form, and send to [Permits@angleton.tx.us](mailto:Permits@angleton.tx.us)
3. Registration is valid through the last day of December each year. Registration fees will not be pro-rated or discounted.

### **Rental Property Inspections:**

1. All residential rental properties not occupied by the property owner are required to be registered as a rental property with the City of Angleton. Before a rental property can be rented to an occupant or tenant, the property owner must re-new the rental registration and schedule an inspection.
2. The rental property must receive a passing inspection before the City can issue the rental property permit to the property owner or their agent.
3. The frequency of rental property inspections is on an annual basis or as occupants/tenants change.
4. The City reserves the right to perform rental property inspections more frequently than once per year or as needed to preserve public safety.
5. The inspection checklist is provided in this document to assist property owners in preparing for inspection.



### **Rental Property Permit:**

1. A rental property permit can only be issued after a property owner has completed and submitted an annual rental property registration permit application, passed an annual rental property inspection, and paid registration and inspection fees.
2. Rental property permits are valid for one year from the date of issuance.

### **Fees and Utility Services:**

1. Registration and inspection fees are as follows:

TYPE OF RENTAL PROPERTY	REGISTRATION FEE (ANNUAL)	INSPECTION FEE (ANNUAL OR TENANT CHANGE)	REINSPECTION FEE
SINGLE FAMILY HOME	100.00	50.00	50.00
DUPLEX	100.00	50.00	50.00
TOWNHOUSE	100.00	50.00	50.00
APARTMENT COMPLEX	350.00	-	-
APARTMENT UNIT	-	30.00	20.00

2. Utility services (water, sewer, and trash services) cannot be turned on or transferred without a valid Rental Property Permit.
3. The City reserves the right to suspend utility services for rental properties without a valid rental property permit.

### **Other Contact Information:**

- Emergency, Fire, and Police 911
- Non-Emergency 979-849-2383
- Utility Billing & Trash 979-849-4364 (press 2, then 1)
- Code Enforcement 979-849-4364 (select 2, twice)
- Municipal Court 979-849-2471
- Animal Control 979-848-5696



## Other Resources for Tenants and Landlords:

- Office of the Attorney General of Texas, Renter's Rights under Consumer Protection and where to file a consumer complaint:  
<https://www.texasattorneygeneral.gov/consumer-protection/home-real-estate-and-travel/renters-rights>
- Tenants' Rights Handbook (Texas Young Lawyers Association and the State Bar of Texas)  
[https://www.texasbar.com/AM/Template.cfm?Section=Free\\_Legal\\_Information2&Template=/CM/ContentDisplay.cfm&ContentID=25969](https://www.texasbar.com/AM/Template.cfm?Section=Free_Legal_Information2&Template=/CM/ContentDisplay.cfm&ContentID=25969)
- City of Angleton Code of Ordinances:  
[https://library.municode.com/tx/angleton/codes/code\\_of\\_ordinances](https://library.municode.com/tx/angleton/codes/code_of_ordinances)

## FREQUENTLY ASKED QUESTIONS (FAQ'S):

### 1. When did the Residential Rental Property Registration and Inspection Program begin?

*The proposed ordinance was taken to the Planning and Zoning Commission on \_\_\_\_\_ and was recommended for approval and adoption to the City Council. On \_\_\_\_\_ the City Council held a discussion of the ordinance in a public hearing and adopted Ordinance 20211026-XXX on \_\_\_\_\_.*

### 2. Why did the City of Angleton adopt the 3PRI Program?

*The city adopted the 3PRI Program to uphold high living standards that Angleton residents deserve. Part of the City's vision is to offer a high quality of life where people are proud to live, work, and visit. By implementing 3PRI, Angleton can proactively hold landlords and rental property owners accountable for the safety and upkeep of properties in compliance with the City's Code of Ordinances, International Property Maintenance Code, and other applicable regulations.*

### 3. Does this program apply to all rental properties?

*Yes, this program applies to all single-family, two-family/duplex, multi-family, townhomes, and manufactured homes which are rental properties.*

### 4. Do I have to register AND have my rental property inspected each year?



*Yes; the property owner must register annually and have the City conduct an annual inspection, or when the tenant changes, whichever occurs sooner.*

**5. What happens if I fail to register my property?**

*Registration is due January 1 each year, however, the City understands things happen. For that reason, a two-week grace period is allowed, however, after January 15<sup>th</sup>, a late registration fee applies, and failure to register is a violation of Ordinance 20211026-XXX, which is punishable by a fine of up to \$500 per day the violation occurs. Each day in violation can be determined as a separate offense.*

**6. Do I have to schedule the inspection or is the inspection unannounced?**

*It is the responsibility of the property owner or property manager to schedule an inspection. Inspection can be requested by calling 979-849-4364 and selecting 2 twice to reach Permitting & Inspections.*

**7. Who is responsible for paying the registration and inspection fees?**

*It is the responsibility of the property owner to pay the fees, however, payment will be accepted from anyone.*

**8. Will the interior of my property be inspected?**

*Yes, the interior is part of the inspection. The inspector checklist is included on page \_\_\_\_.*

**9. Does someone have to be present during the inspection, and how long does an inspection take?**

*Yes, the building inspectors will require the tenant, property owner, other representative to be present throughout the inspection. Inspections can go quickly if the property is compliant with International Property Maintenance Code (2018) and the City's Code of Ordinances, however we recommend you reserve at least an hour of time for an inspection.*

**10. What if I have Code Enforcement violations?**

*All properties must comply with the City's Code, including tall grass, junk vehicles, outside storage, etc. If you have any questions concerning the compliance of your property, you may call City Hall and speak to a Code Enforcement Officer.*



# Rental Property Safety Inspection Checklist

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PROPERTY ADDRESS

INSPECTION DATE

INSPECTOR'S  
INITIALS

NFPA-National Fire Protection Association ➡ IPMC-International Property Maintenance Code  
IPC-International Plumbing Code ➡ IRC-International Residential Code ➡ NEC-National Electric Code

✓ ✕

EXTERIOR STRUCTURE	CODE	PASS	FAIL
address numbers visible and not obscured, or illegible	2018 IPMC 304.3		
door(s), hardware in good condition	2018 IPMC 304.15		
door(s) secured tightly by lock(s)	2018 IPMC 304.15		
roof shingles and/or roof components not damaged or missing	2018 IPMC 304.7		
window(s) free from leaks or cracks	2018 IPMC 304.13.1		
window screen(s) present and undamaged	2018 IPMC 304.14		
window(s) open, close, and latch freely	2018 IPMC 304.13		
no holes in walls	2018 IPMC 304.6		
no loose or rotting materials	2018 IPMC 304.6		
no exposed wood	2018 IPMC 304.6		
no chipped or peeling paint	2018 IPMC 304.6		
stairs, decks, porches, balconies and all other attached appurtenances in good repair	2018 IPMC 304.1.1 (12)		
ELECTRICAL AND MECHANICAL EQUIPMENT	CODE	PASS	FAIL
smoke detectors present, operable, and >10 years of age - in each sleep area and adjacent hallway	2018 IRC R314.3 & NFPA 72, 14.4.5.6		
CO detectors present, operable, and >10 years of age on every habitable level of the building	NFPA 72, 17.12.1, (2)		
CO detectors present, operable, and >10 years of age outside each sleeping area	2018 IRC R315.3		
CO detectors present, operable, and >10 years of age inside sleeping areas with fuel-burning appliances	NFPA 72, 17.12.1 (1)		
heating facilities operable - minimum of 65 °F in all habitable rooms	2018 IPMC 602.2		
fixtures and/or cover plates present and undamaged	2017 NEC 406.6		
outlets and switches operable	2017 NEC 110.7		
electrical panelboard circuits labeled and undamaged	2018 IPMC E3706.2		
luminaires in wet or damp locations protected from water contact	2018 IRC E4003.9		
extension or flexible cords not being used for permanent wiring	2018 IPMC 605.4		
PLUMBING	CODE	PASS	FAIL
water system connected and supplying all fixtures	2018 IPMC 505.3		
water heating facilities maintained in good order and capable of providing a minimum 110°F	2018 IPMC 505.4		
water heating facilities equipped with relief valves	2018 IPC P2804.1		
fixtures maintained in a safe, sanitary, and functional condition	2018 IPMC 504.1		
INTERIOR STRUCTURE	CODE	PASS	FAIL
interior rooms and surfaces are sanitary and free of defective conditions	2018 IPMC 305.3 & 308.1		
stairs and walking surfaces maintained in good repair	2018 IPMC 305.4		
handrails and guards maintained in good repair	2018 IPMC 305.5		
no pest infestation	2018 IPMC 309.1		
EXTERIOR PROPERTY AREAS	CODE	PASS	FAIL
all exterior areas are clean, safe and in a sanitary condition	2018 IPMC 302.1		
all sidewalks, walkways, stairs, driveways, and parking spaces maintained free from hazardous conditions	2018 IPMC 302.3		
no evidence of rodent harborage	2018 IPMC 302.5		
accessory structures, including fences and sheds, maintained in good repair	2018 IPMC 302.7		
swimming pools, spas, and hot tubs maintained in good repair and properly enclosed - min. 48" barrier	2018 IPMC 303.1		
OTHER CONDITIONS OR NOTES	CODE	PASS	FAIL



**THIS IS AN OFFICIAL NOTICE OF VIOLATION FOR THE CODE VIOLATIONS THAT ARE INDICATED BY A "FAIL". THE LANDLORD IS RESPONSIBLE FOR CORRECTING ALL VIOLATIONS WITHIN 10 DAYS OF THE DATE OF THIS FORM.**