

Department of Health Services Rental Registration & Inspection Program

Our Mission

To protect the life, safety, general welfare and health of all persons occupying rental dwelling units in the City of Ennis by enforcing minimum standards pertaining to the maintenance of residential rental property.

RENTER RESOURCES

Landlord/Tenant Guide Tenant Resource Center

Tenant Information

<https://www.texasattorneygeneral.gov/cpd/tenant-rights>

Consumer Protection Agency

(800) 422-7128

Landlord Information

<http://www.nolo.com/legal-encyclopedia/landlords>

If you have additional questions, please contact the Department of Health Services Rental Inspection Team...

How to Contact the Rental Inspection Team

Phone: 972-875-6444
Fax: 875-875-8540
Email: healthdept@ennistx.gov
Office: 105 S. Preston St.
Website: www.ennistx.gov



ENNIS TEXAS

The bluebonnet spirit of Texas

RENTAL HOUSING REGISTRATION & INSPECTION PROGRAM

WHAT ALL RESIDENTIAL RENTAL OWNERS AND RENTERS NEED TO KNOW...



DEPARTMENT OF HEALTH SERVICES

The Ennis City Commission recently approved a Rental Dwelling Unit Registration and Inspection Program. The rental registry and inspection program will become effective July 17, 2019. **By July 17, 2019** all rental dwelling unit property owners including single family homes, duplexes and apartments in the City of Ennis will be required to Register their rental properties with the City. The purpose of this program is to ensure rental properties are safe and healthy for renters, children, and guests; and that the dwellings are regularly maintained. Most property owners and landlords are responsible in maintaining their rental properties in great condition. However, not all rental units provide a safe and healthy living environment for their renters. Under the rental registration and inspection program, landlords **must** register all rental properties and each rental unit will be subject to City inspections to check for health and safety related concerns. **The inspections are intended to identify and correct violations such as:**

HEATING/COOLING

There must be a permanently installed heating source able to provide a room temperature of 68°F

SECURITY

Doors and windows must be equipped with working locks.

WEATHERPROOFING

Roof, exterior walls, windows and doors must prevent water leakage into living areas; repairs must be permanent and use accepted construction methods.

ELECTRICAL

Electrical systems must be in good working order and conform to applicable law at the time of installation.

SMOKE DETECTION

Each unit must have an approved and working smoke alarm or smoke detector installed and maintained in accordance with the building code.

STRUCTURAL INTEGRITY

Roof, floors, walls, foundations and all other structural components must meet the building code.

PLUMBING

Systems must be in a safe and sanitary condition, free of defects, leaks and obstructions; repairs must be permanent and use accepted plumbing methods.

INSECTS/ RODENTS

Every dwelling unit must be maintained free of insects, rodents and other vermin.

APPLIANCES

All appliances that are furnished by the landlord must be in good working order and shall be maintained by the landlord.

HOW DOES IT WORK?

City inspection staff will randomly inspect interior and exterior areas of Rental Dwelling Units within the City.

Owners of each rental dwelling unit will receive an inspection checklist and be provided 72 hours advanced notification that their rental dwelling unit(s) has been selected for inspection stating the approximate date and time of the inspection. Inspections typically take up to 20 to 30 minutes depending on the size and condition of the rental unit. The property owner or their representative must be present during the inspection and it is the property owner's responsibility to notify tenants of the inspection at least 24 hours prior to the inspection.

WHAT IF I FAIL TO REGISTER MY PROPERTY?

Any owner who fails to annually register their Rental Dwelling Unit with the City will be subject to an initial late registration fee of \$150.00 and \$50.00 each month thereafter that the fee remains delinquent. The late registration fee does not include any municipal court fines or utility service disruption fees at the property that an owner may incur as a result of failing to register their rental property.

IS THERE A FEE ASSOCIATED WITH THE INSPECTION PROGRAM?

Yes, there are annual registration fees, late fees and re-inspection fees. The fees are charged to the landlord and are paid by the landlord. The annual registration fee is based on the total number of occupied and unoccupied rental units on the property.

- Single - Family Dwelling Units** \$20.00/Per Unit
- Duplexes – Per Building** \$20.00/Unit Annually
- Multi – Family Dwelling (3+ Units) – Per Unit** \$15.00/ Per Unit
- Initial Late Registration 1st month** \$150.00
- Late Registration each month thereafter the initial late fee charge** \$50.00
- Initial Inspection** NO CHARGE
- 1st Re-inspection** NO CHARGE
- 2nd Re-Inspection** \$75.00
- Subsequent Re-Inspection(s)** \$150.00

TO WHOM WILL THE PAYMENT BE MADE AND WHAT ARE THE ALTERNATIVES? Payments are made out to the City of Ennis. Payment can be made by personal check, credit card or cash at Ennis City Hall – Utilities Service Counter.

WILL MY OLDER BUILDING BE FORCED TO COMPLY WITH TODAY'S MORE STRINGENT CONSTRUCTION CODES? No, your building is required to be maintained at a level consistent with the codes of the period in which it was constructed. However, construction improvements must coincide with the current codes as adopted by the City of Ennis.

WHAT IF DURING AN INTERIOR INSPECTION AN OFFICER OBSERVES ILLEGAL SUBSTANCES OR ACTIVITIES? It is not the intent of the Code Compliance Officer to impose upon the individual right to privacy of tenants or owners. However, Officers are required to report cases of possible child endangerment or abuse, animal cruelty or neglect, and situations which pose an immediate health and safety risk to the public.

HOW DO I OBTAIN A RENTAL REGISTRATION FORM AND WHERE DO I SUBMIT THE COMPLETED FORM AND FEE? Applications are available at City Hall (115 W. Brown St. Ennis, TX 75119) or on the City website at: (<http://www.ennistx.gov>). The application form and fee must be returned to City Hall.

DO I RENEW MY RENTAL REGISTRATION EVERY YEAR? Yes. Property registrations shall be renewed annually, no later than January 15th. Any new properties or changes to existing properties must be completed within 30 days of the change.

IF A COMPLAINT IS FILED AND AN INSPECTION IS PERFORMED, WILL THERE BE A FEE? In the event that no violations (including failure to register a rental unit) are discovered during the inspection, there will be no fee. If violations are discovered during the inspection, the property will be subject to a free re-inspection if the violation(s) are not corrected at the time of 1st re-inspection. The fee for a 2nd re-inspection is \$75.00. If the violation(s) are not corrected at the time of the 2nd re-inspection subsequent re-inspection(s) are \$150.00 per inspection.