

# VGOV REGISTRATION GUIDE



## Registration Assistance

Revenue and Collections  
3112 Canton 1<sup>st</sup> Floor  
Dallas, TX 75226  
Single Family Rentals: (214) 671-RENT (7368)  
Multi-Tenant Properties: (214) 671-2791  
[ccsrentalprogram@dallascityhall.com](mailto:ccsrentalprogram@dallascityhall.com)

## Required Documents

- Valid Passport, International Identification or Government Issued Identification of the Owner or Owner’s Representative as listed on application (i.e., State ID Card or Driver’s License)
- [SFRP Owner's Self-Inspection Checklist](#) \*\* (Single Family Rentals Only) (Press CTRL then click mouse to open online)
- Valid Credit Card, Debit Card, Check or Money Order \*\*\*

\*\* The “Owner’s Self-Inspection Checklist” is required for each rental property/unit (i.e. a single-family dwelling, each duplex unit and/or each individually owned condominium unit.) (Single Family Rentals Only)

\*\*\* Temporary Checks are not accepted.

## Online VGOV Registration

<https://vgov.dallascityhall.com>



(Press CTRL then click mouse to open online)

First time VGOV user

## Registration

Register with your personal email address. *All communication will be sent to this email address and others noted on the application.* Create a 12-digit

password, which includes the following:

- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol (i.e., # \$ & \* ( )

Check your personal email for VGOV account confirmation. Select [link](#) to complete VGOV

## Register

Create a new account with an email address and password.

Email Address

Password

Confirm password

[VIEW OR CREATE REGISTRATION APPLICATIONS](#)

Send me Email

Notifications

If you do not check this box, you will not receive email notifications when the city updates, rejects, or approves your applications and permits.

REGISTER

registration and login.

## Log in

Use a your V-Gov account to log in.

Email Address

Password



Remember me?

LOG IN

[Forgot Password](#) if you don't remember your password.

[Register](#) if you don't have a V-Gov account.

[Send Confirmation Email](#) if your account has not been confirmed.

Select

# Hello new user!

Please [edit your profile](#) so that we can help fill out forms for you and keep you up to date on your transactions.

## Recent Activity

Date	Description	Cost	
You have no recent activity to display.			

## Fees You Owe

Reason for Fee	Amount	
You have no payments due at this time.		

### FEATURED SERVICES

## Rental Property Registration

Beginning January 1, 2017, owners of rental properties (single family homes, duplexes and condo units) in the City of Dallas will be required to register their properties annually by submitting a registration application.

More information and important documents are available from the [Single-Family](#) and [Multi-Family](#) information pages at the Department of Code Compliance.

[VIEW OR CREATE REGISTRATION APPLICATIONS](#)

## See the List of Services

The list of V-Gov services is available here:

[SEE THE COMPLETE LIST OF SERVICES](#)

Select [Create a New Application](#)

Complete the **Owner of Record**. The **\* asterisks** indicates required information.

Type of Property Owner

Property Owners

Business Name \*

First Name \*  Middle Name  Last Name \*

Street Address \*

Suite, Apt, etc.

City \*  State \*  Zipcode \*

Phone Number \*  Fax Number

Email Address \*

Select

[SAVE CHANGES ON THIS FORM AND ADD A PROPERTY](#)

**Create Rental Property --- Dallas Only.** Provide the Unit Type, duplex or Condo Unit # and property management company or representative as applicable.

## Create a Rental Property

Property Address	Street Number *	Direction	Street Name *	Street Type	Direction Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zipcode	<input type="button" value="VALIDATE"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Unit Address or Number	<input type="text"/>				

After all information has been entered, then select

Upload the Affidavit of Single Dwelling Unit Rental. **(Single Family Rentals Only)**

Upload SFRP Owner's Self-Inspection Checklist. **(Single Family Rentals Only)**

Unit Type	Single Family Res
Status	Rented location
Is this property insured?	No

Scan of 2-page Affidavit \*  No file chosen  
(JPG, PNG, or PDF) You can [download a blank affidavit here](#).  
You must print out, complete and scan the affidavit, and upload the scanned file.  
For best results, we recommend that you generate a black and white PDF using the "document" setting of your scanner.  
Your file MUST be 4 MB or smaller in size.

Scan of 2-page Checklist \*  No file chosen  
(JPG, PNG, or PDF) You can [download a blank inspection checklist here](#).  
You must print out, complete and scan the checklist, and upload the scanned file.  
For best results, we recommend that you generate a black and white PDF using the "document" setting of your scanner.  
Your file MUST be 4 MB or smaller in size.

Ready to upload attachments, select

Need additional time to prepare attachments, select

To add multiple rental properties, select

## Provide Emergency Contact.

Emergency Contact	First Name *	Middle Name	Last Name *
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street Address *		
	<input type="text"/>		
	Suite, Apt, etc.		
	<input type="text"/>		
	City *	State *	Zipcode *
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone Number *	Fax Number	
	<input type="text"/>	<input type="text"/>	
	Email Address *		
	<input type="text"/>		

Complete and Upload a valid Identification. Review your application. Choose one of the following options.

Is there a lien holder for this property?	<input type="text" value="No"/>
Driver's License or ID Number *	<input type="text"/>
Issuing State *	<input type="text"/>
Scan of Owner Driver's License *	<input type="button" value="Choose File"/> No file chosen (JPG, PNG, or PDF) For best results, we recommend that your file be no larger than 1 MB.

Need additional time, select

Note: Changes cannot be made after selection of payment.



## Payment

The registration fee is **\$43 per single family rental property** and/or **\$6 x the number of multi-family units onsite**. Select “Pay Now” which will redirect to an authorized payment page.



Are you sure you want to check out? This fee is NOT REFUNDABLE even if your application is denied.

Application: Rental Property Registration Application 19-010847

Amount: \$43.00

Note: Only Visa, MasterCard, and Discover are accepted.



SUBMIT YOUR APPLICATION AND PAY ON-LINE BY CREDIT/DEBIT CARD

SUBMIT YOUR APPLICATION AND PAY BY CHECK



City of Dallas City of Dallas VGOV Fee Payment

### Review Your Order

Invoice Number  
19-010847

Quantity	Item	Unit	Price
1	Rental Property Registration Application 19-010847	\$43.00 USD	43.00
Total		USD	43.00

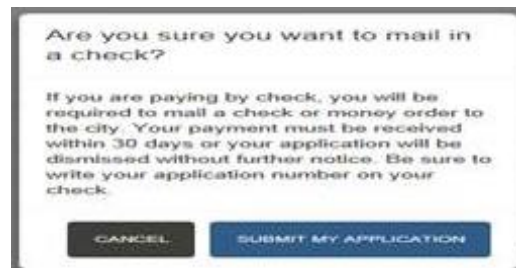
[« Return to City of Dallas VGOV Fee Payment](#)

### Choose Payment Option



### Pay With Your Credit Card

Cardholder Name



## Approvals

Approved payment confirmation will be sent to the primary email address provided. Check your application status on VGOV if a confirmation has not been received by email. The application remains in pending status until the check has been received and processed. Application status must be APPROVED for consideration as a registered property. You may login to VGOV to view or print the Registration Certificate.

**Remember to schedule your inspection/reinspection upon approval. Disregard if your property has inspected and meets Code Standards.**