

## Cost of Graded License Inspection

Properties will receive a graded inspection at least once every three years, depending on their previous risk score from their graded inspection, or whether conditions on a property warrant an inspection more frequently. Newly constructed properties will receive their first graded inspection 5 years after the date the Certificate of Occupancy was issued.



## Cost of Registration

All multi-tenant properties and/or owners are required to submit a completed Multi-Tenant Registration Application annually at least one month before the license expiration date. The application is to be completed online at the below website by the person who owns, operates, or controls the property and/or units. A fee of \$6.00 per unit, whether occupied or vacant, must be submitted.

Register at [vgov.dallascityhall.com](http://vgov.dallascityhall.com).



## FAQs



### Is air conditioning required in all rental properties?

Yes, a property owner must provide refrigerated air equipment capable of maintaining room temperature at least 15 degrees lower than the outside temperature but in no event higher than 85° degrees Fahrenheit in each room of a structure intended for occupancy. If the outside temperature is over 110° degrees Fahrenheit, then at least one habitable room must maintain a temperature no higher than 85° Fahrenheit.



### Is heat required in all rental properties?

Yes, a property owner must provide and maintain, in operating condition, heating facilities capable of maintaining a room temperature of at least 15° degrees warmer than the outside temperature, but in no event lower than 68° degrees Fahrenheit. In each habitable room. If the outside temperature is under 40° degrees Fahrenheit, then at least one habitable room must maintain a temperature no lower than 68° Fahrenheit. **\*Any portable heaters provided MUST come with an automatic safety shutoff system and tip over protection.\***

For more questions, visit [bit.ly/CodeComplianceDallas](http://bit.ly/CodeComplianceDallas)



# Code Compliance | Self-Certification Program



## What is Code's Self-Certification Program?

The self-Certification program exists to provide high-scoring and compliant properties the opportunity to operate with minimal disruption from graded/ comprehensive inspections while allowing city staff to focus on properties with greater need. In December 2021, Dallas City Council amended Ch. 27-42 of the Dallas City Code for the incorporation of the Self-Certification program.

### > CONTACT US

**214-670-5708**

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Dallas, Texas, 75226



To qualify for the self-certification, only multi-family properties must score a 90 or higher. Single-family rental properties are not graded. Both property types will be required to abate all violations discovered during inspection to qualify.

### Once qualified, properties must avoid the following disqualifying factors:

- Community Prosecution, Office of Integrated Public Safety Solutions, Nuisance Property Designation, or any other advanced supervision designation.
- Confirmed expiration of or lack of required City permits and/or documentation (i.e. Certificate of Occupancy, Certificate of Registration, Manager of Pool Operations Certificate and Swimming Pool Permit).
- For multi-family properties- a confirmed code violation per unit average higher than .05 (one violation per 20 units) per fiscal year.

Once qualified, properties participating in the self-certification program will be required to complete annual inspections of each individually occupied dwelling unit. Inspections will be documented using the authorized checklist which must be signed and dated by both the property management staff and the tenant on the lease. Records of these checklists must be retained for a minimum of 5 years.

A new inspection and signed checklist will be required upon any dwelling unit's change of tenant.

Once approved for Self-Certification, a property will no longer be required to have graded inspections unless it is disqualified. Approved properties will instead be subject to random unscheduled Administrative Audits wherein permits and signed self-inspection checklists will be required to be presented for review.

If disqualified, a property will be immediately scheduled for a graded inspection and become subject to the requirements of the Graded Inspection Program. Like the Graded Inspection Program, properties found to have expired or missing City permits/documentation will be subject to an Administrative Failure fine (\$86 x Number of units onsite).

A property fails when the combined score of the interior inspection and exterior inspection is less than 70 points.

### Types of interior violations that can cause a property to fail an inspection are:

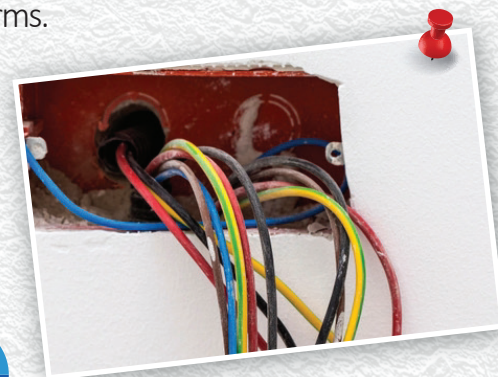
- Holes/Cracks in the Walls/Floors/Ceilings
- Insect/Rodent Infestation
- Door/Windows/Skylights weather tight and in operating condition
- Missing Security Devices (Peephole, deadbolt, locking door knob)
- Hot water less than 110 degrees F
- Missing T&P valve or not properly vented
- A/C and Heat violations
- Maintain appliances if provided in operating condition
- Maintain all plumbing pipes, fittings, and valves in operating condition



### Types of exterior violations that can cause a property to fail an inspection are:

- Litter
- Graffiti
- High Weeds
- Sign Violations (more signs than allowed, balloons, pennants, etc.)
- Unprotected Exterior Surface (paint or weather-coating materials needed)
- Handrails and Guard Rails in operating condition
- Steps and Stairways in operating condition and free from trip hazards

Life Hazards are generally anything that can cause bodily harm or immediate danger whether on the exterior of the property or inside a unit. Life hazards include but are not limited to the following: Sewage Discharge, Pool Safety, Exposed Electrical Wiring, Open and Vacant Units, Non-Working Smoke Alarms.



The Department is intended to address structural, zoning, and documentation-based violations. Please contact the Texas Tenant's Union or the Legal Aid of Northwest Texas for assistance in addressing rights violations outside the scope of our authority.

**Texas Tenants Union: 214-823-2733**  
**Northwest Legal Aid of Texas:**  
**214-748-1234**