SINGLE FAMILY RENTAL REGISTRATION PROGRAM GUIDE

HOW TO COMPLETE YOUR RENTAL REGISTRATION E-APPLICATION ON THE VGOV

Website Portal

PLEASE ALLOW 20 - 30 MINUTES TO COMPLETE YOUR APPLICATION

DOCUMENTS YOU WILL NEED

Owner
or
Owner's Representative's
Valid ID

Complete,
Notarized
(2 Page)
Rental Affidavit

Owners' Self Inspection
Checklist

Valid Credit Card

You can list all the rental properties on the second page of the "Rental Affidavit" that you intend to register under one owner. But you must submit an "Owner's Self Inspection Checklist" for each rental property/unit (i.e. a single family dwelling, each unit of a duplex, or each condominium unit that is offered for rent or lease)

WHERE CAN I FIND THE FORMS?

1. Go to the City of Dallas website (dallascityhall.com/departments/codecompliance)

2. Click on the Single Family Rental Registration Program to the right of the page

SINGLE FAMILY RENTAL REGISTRATION CLICK HERE!

3 Scroll down the page and in the middle you will find the forms that you need to successfully register your rental property(s).

Single Family Rental Owner Inspection Checklist

Affidavit of Single Dwelling Unit Rental

If you qualify for an exemption as specified under the FAQ's on this page, you do not need to register but should submit an exemption affidavit to the Code Compliance Single Family Rental Program at 3131 Dawson Road, 2nd floor, Dallas, Texas 75226

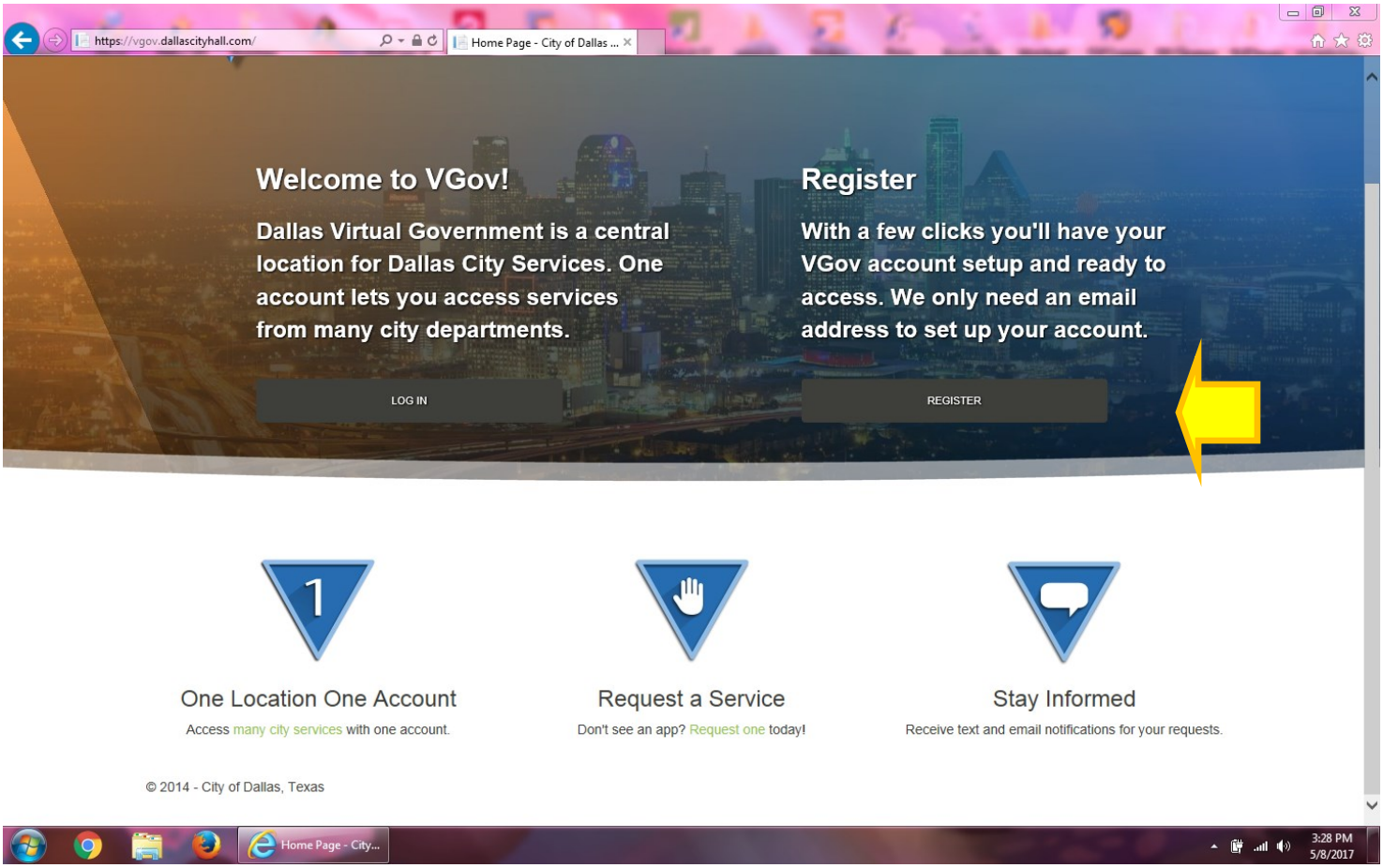
HERE WE GO!! Let's Get Registered

1. Go to the City of Dallas website (dallascityhall.com/departments/codecompliance)

2. Click on the Single Family Rental Registration Program to the right of the page

3. Click on the Green House to the right of the page

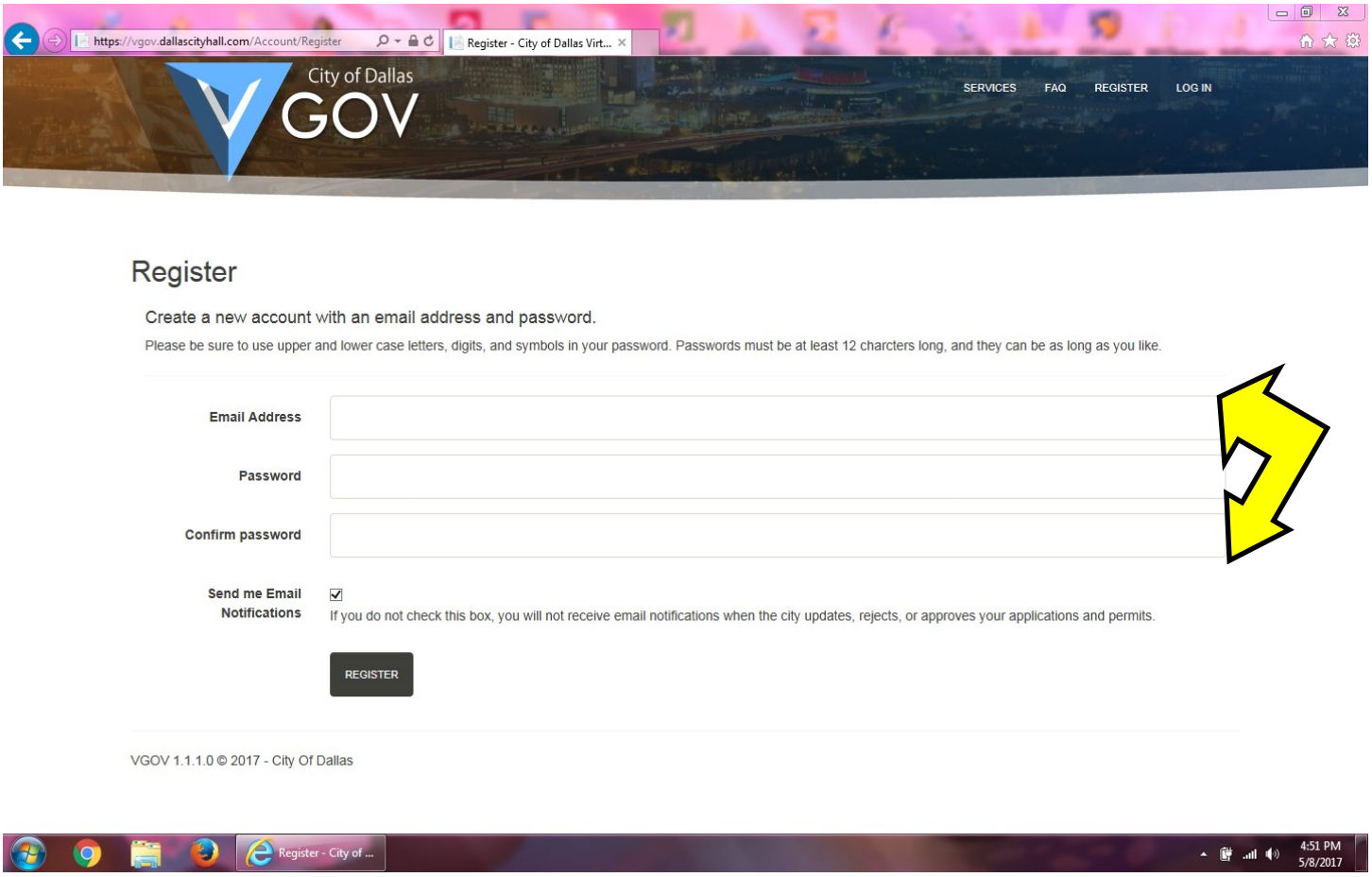
4. You will be directed to the VGOV portal. This is where you will start your registration



You are now on the V-Gov Website Homepage

Now you will begin the process to create an account which you can use to register other properties or renew existing applications by adding updated checklists and rental affidavit each year

1. Click on the option titled "Register"



On this page you will create your user account. You must enter a working email address to register (1)

Next you will create a password that you will use each time you register or renew your application.. Create one that you can remember or put away for a later date (2)

The password must be 12 characters long and contain at least 1 each of the following:

A Capital letter (A,B,C.....)

A Number (1,2,3.....)

A lower case letter (a,b,c.....)

A special character (@,#,$.....)

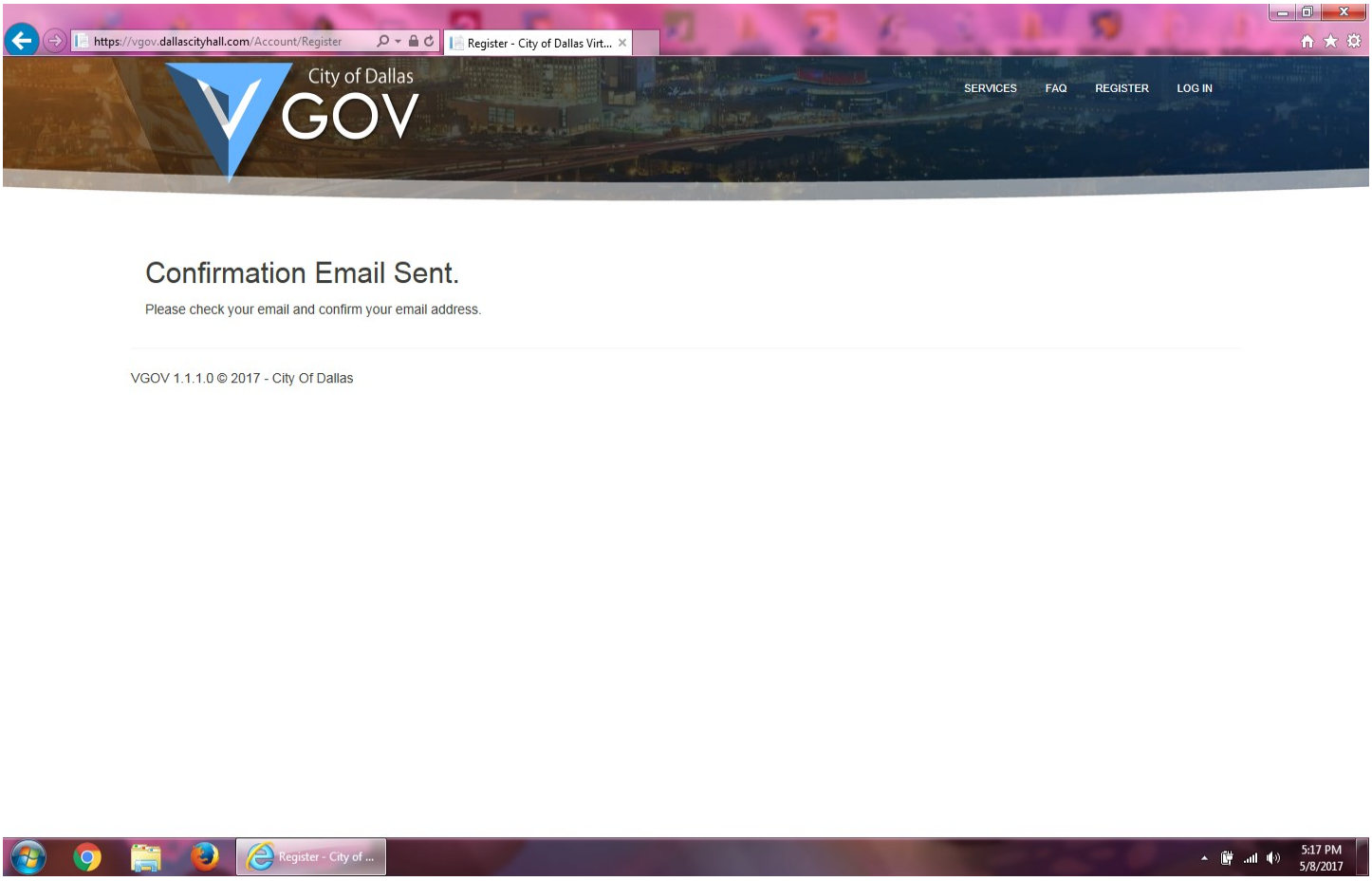
Confirm your password by typing it in again exactly like you did the first time

**If you do not have a working email address; Google.com offers email addresses for free

After you have entered your user account information (e-mail and password),

Click on Register

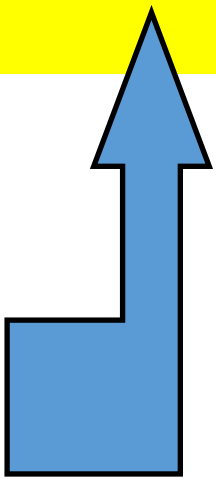
The VGOV screen will display “Confirmation Email Sent” and instruct you to check your email and confirm your email address



Below is the email confirmation you should receive to your email address with your email address displayed to you the recipient

From: <DoNotReply@dallascityhall.com>
Date: May 8, 2017 5:17 PM
Subject: Please confirm your account for vgov.dallascityhall.com
To: <@gmail.com>
Cc:

Please click on the link at the end of this message to confirm your account for the City of Dallas VGOV application: link



Click on the link to confirm your new account

4

Confirm Email

Thank you for confirming your email.
Please click here to log in

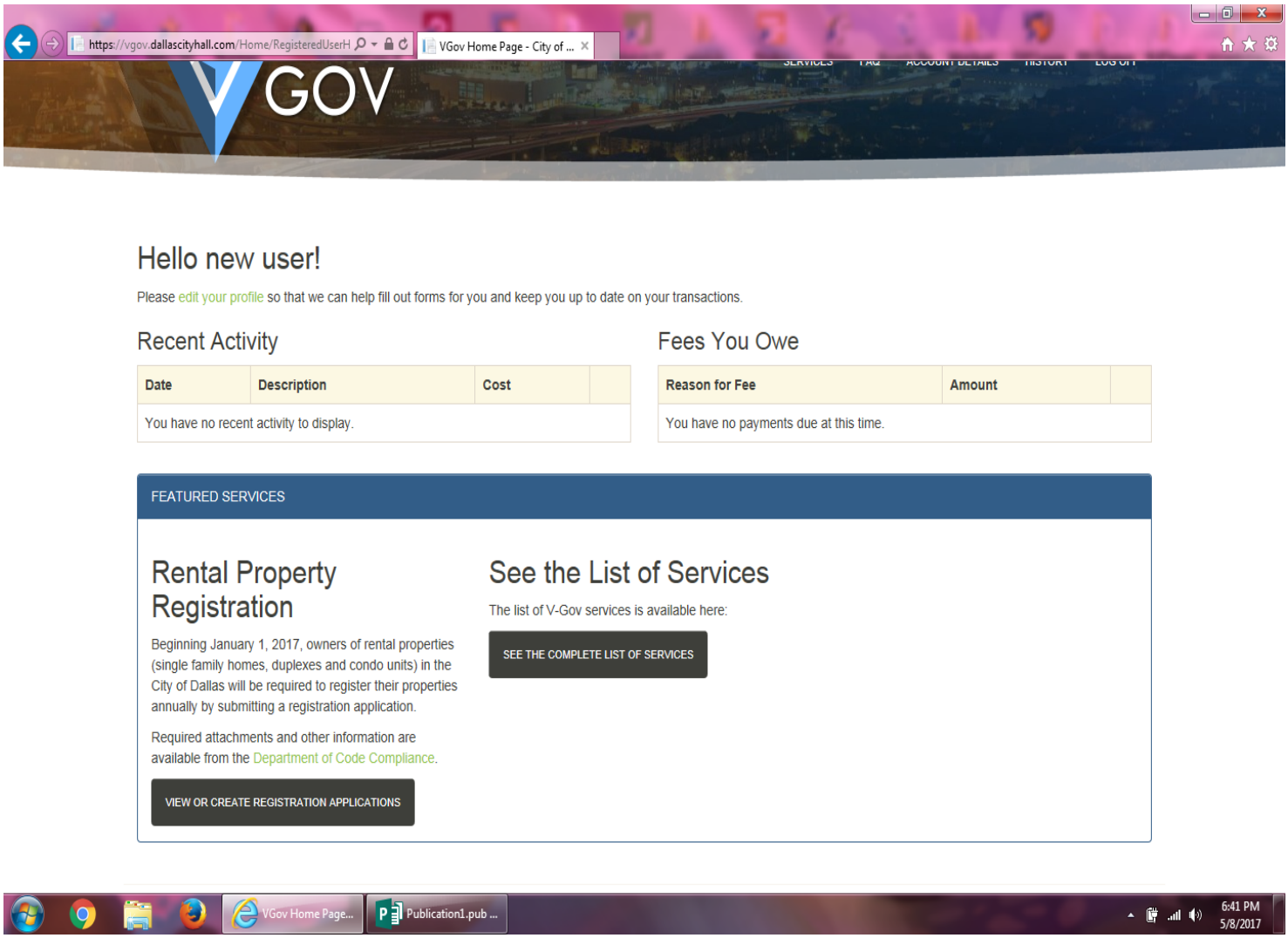
FROM HERE YOU WILL CLICK ON THE LINK TITLED "CLICK HERE TO LOG IN".

YOU WILL BE NAVIGATED BACK TO THE V-GOV HOME PAGE.

Click on the “Log In “ link found in the top right hand corner

Type in your same email address and password that you used when you registered to create your V-GOV account

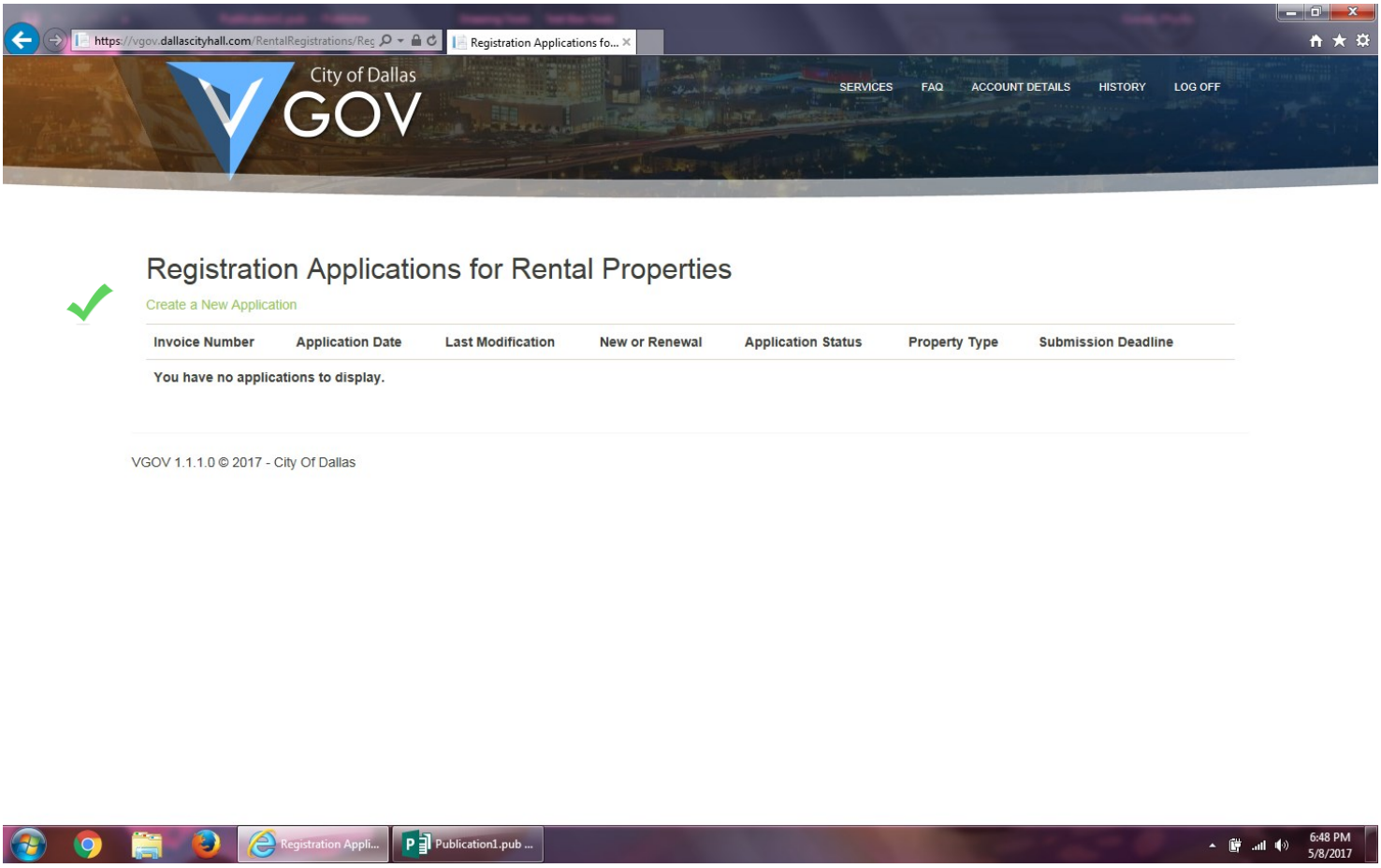
Click on “Log In”



When the Hello new user! Screen displays. Go down to the bottom of the page and click on "View or Create Registration Application"

Registration Applications for Rental Properties page will come up

Click on "Create a New Application"



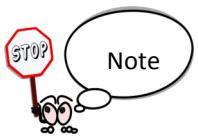
Now you can start Part 1 of your application

Be sure to have the following items ready to be uploaded/attached:

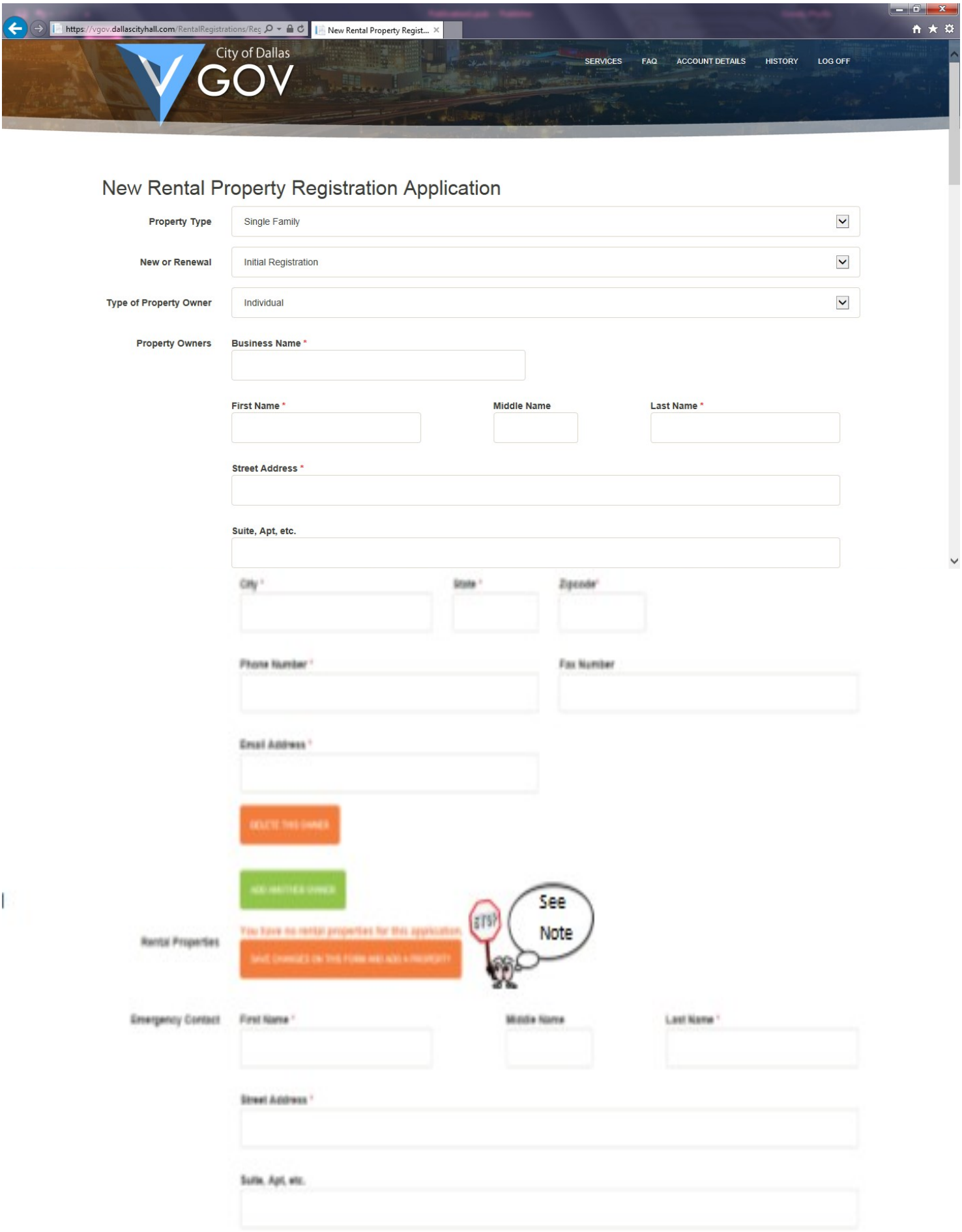
1. Owner or Owner's Representatives DL or government issued ID
2. Owners Self Inspection Checklist
3. Notarized 2 Page Rental Affidavit
4. Credit Card for payment

Be sure to complete the first part which includes owner information, Emergency contact information, property manager information and upload a copy of the drivers license using the "Browse" button.

Fill in all the required information indicated by an asterisk and any other applicable information first. Do all of this before you click the orange button "Save changes on this form and add a property".



DO NOT "SUBMIT YOUR APPLICATION" JUST YET. YOU STILL NEED TO ADD THE RENTAL PROPERTY INFORMATION, AFFIDAVIT AND CHECKLIST


https://vgov.dallascityhall.com/RentalRegistrations/Reg
New Rental Property Regist...
City of Dallas
GOV
SERVICES
FAQ
ACCOUNT DETAILS
HISTORY
LOG OFF
New Rental Property Registration Application
Property Type
Single Family
New or Renewal
Initial Registration
Type of Property Owner
Individual
Property Owners
Business Name *
First Name *
Middle Name
Last Name *
Street Address *
Suite, Apt, etc.
City *
State *
Zipcode *
Phone Number *
Fax Number
Email Address *
Rental Properties
See Note
Emergency Contact
First Name *
Middle Name
Last Name *
Street Address *
Suite, Apt, etc.

City *

State *

Zipcode *

Phone Number *

Fax Number

Email Address *

Location of Business Records *

Property Deed Information

Volume

Page

County

Property Manager

Business Name

First Name

Middle Name

Last Name

Street Address

Suite, Apt, etc.

City

State

Zipcode

Phone Number

Fax Number

Email Address

Is there a lien holder for this property?

No

Driver's License or ID Number *

Issuing State *

Scan of Owner Driver's License *

Browse...

(JPG, PNG, or PDF)

For best results, we recommend that your file be no larger than 1 MB

SAVE

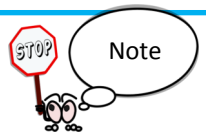
SUBMIT YOUR APPLICATION

Back to List

V3.0.1.1.0 © 2017 - City Of Dallas

Now that you have completed the first part of the application, you can start on the second part. At this point you can add as many properties as you have listed on the rental affidavit. Each of them must be added individually but to the same application. You do not need to fill out a new application for each property if the owner information remains the same

Remember the note !!



Do all of this before you click the orange button "Save changes on this form and add a property". ????

Click on the orange button !!

".

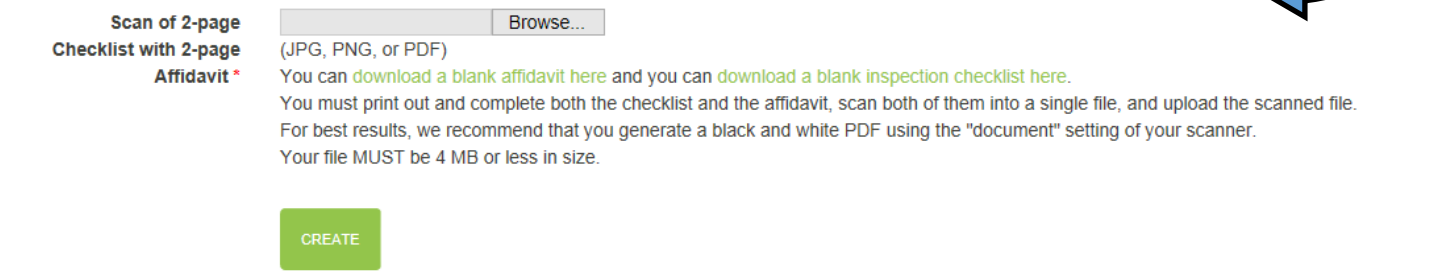
Save changes on this form and add a property

You click on this button each time, for each property you want to add to the application

The screen "Create a Rental Property" will display so you can fill in the information regarding a rental property.

https://vgov.dallascityhall.com/RentalRegistrations/Rer
Create a Rental Property - C...
Create a Rental Property
Property Address
Street Number *
Direction
Street Name *
Street Type
Direction Suffix
City *
State *
Zipcode *
Unit Address or Number
Rent Amount
0
Rent Includes Utilities
No
Property Manager
Business Name
First Name
Middle Name
Last Name
Street Address
Suite, Apt, etc.
City
State
Zipcode
Phone Number
Fax Number
Email Address
Unit Type
Single Family Res
Status
Rented location
Is this property insured?
No
Scan of 2-page Checklist with 2-page Affidavit *
Browse...
(JPG, PNG, or PDF)
You can download a blank affidavit here and you can download a blank inspection checklist here.
You must print out and complete both the checklist and the affidavit, scan both of them into a single file, 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 less in size.

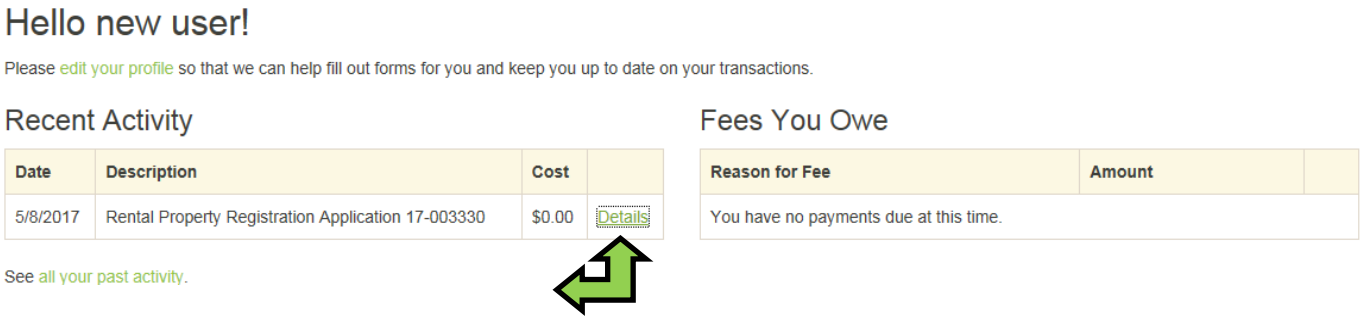
Upload your Rental Affidavit and Owner Self Inspection Checklist together as one document for that specific rental property by clicking on the Browse button



Click on the "Create" after you have completed uploading and/or attaching your required documents for the specific rental property

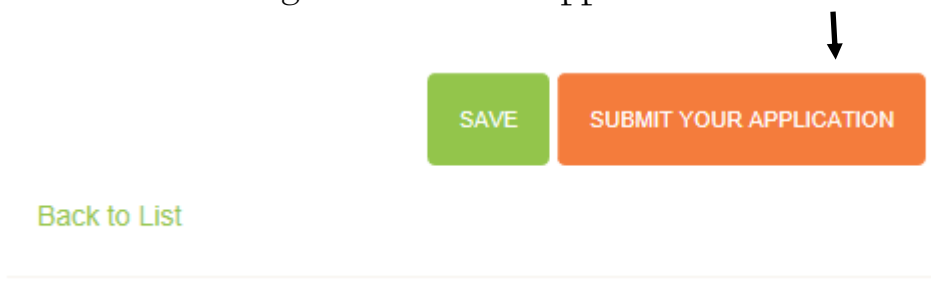
A blue bottom will pop up and you can Add any additional rental properties to the application by clicking on it and repeating the steps

Please be sure to "Save" your application. You may revise your application within 10 business days from the start of the process. Just log back in to view and edit your application by clicking on "details" or "see all your past activity



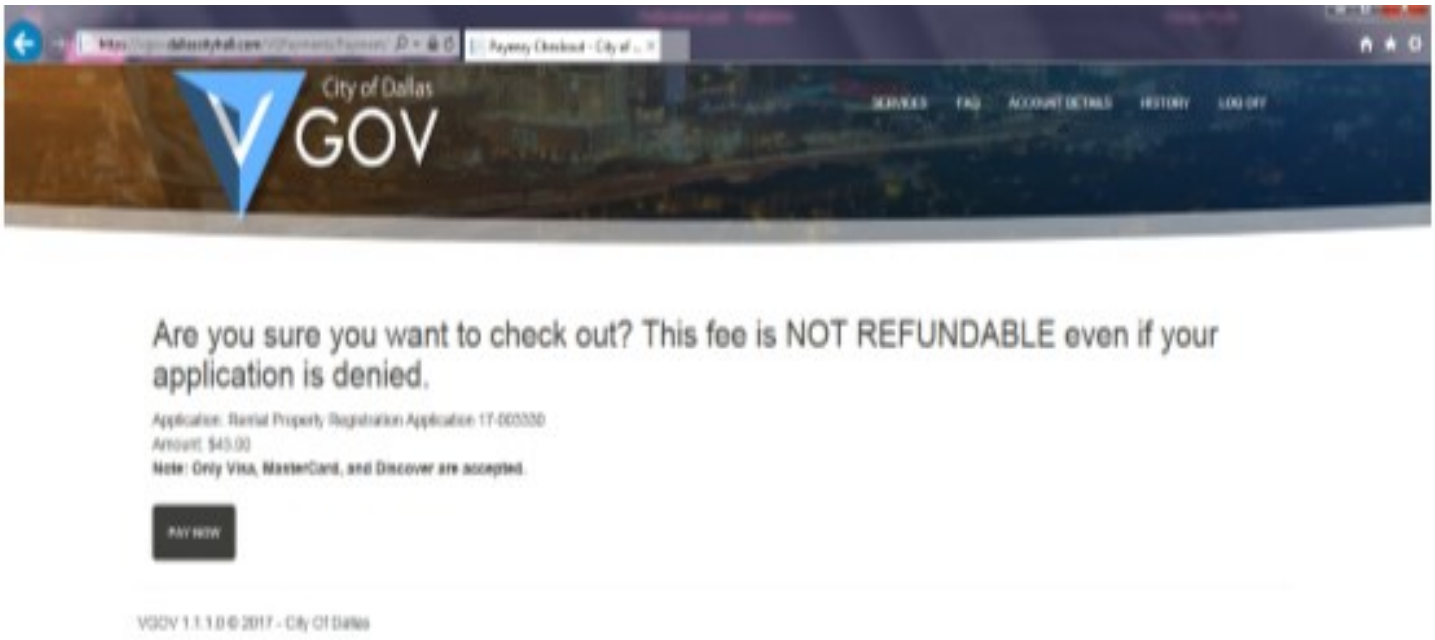
Now that you have completed the application and uploaded all the required documents (your ID, rental affidavit and checklist for each rental property; You are ready to submit your application.

Just click on the orange "Submit Your Application" button

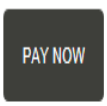


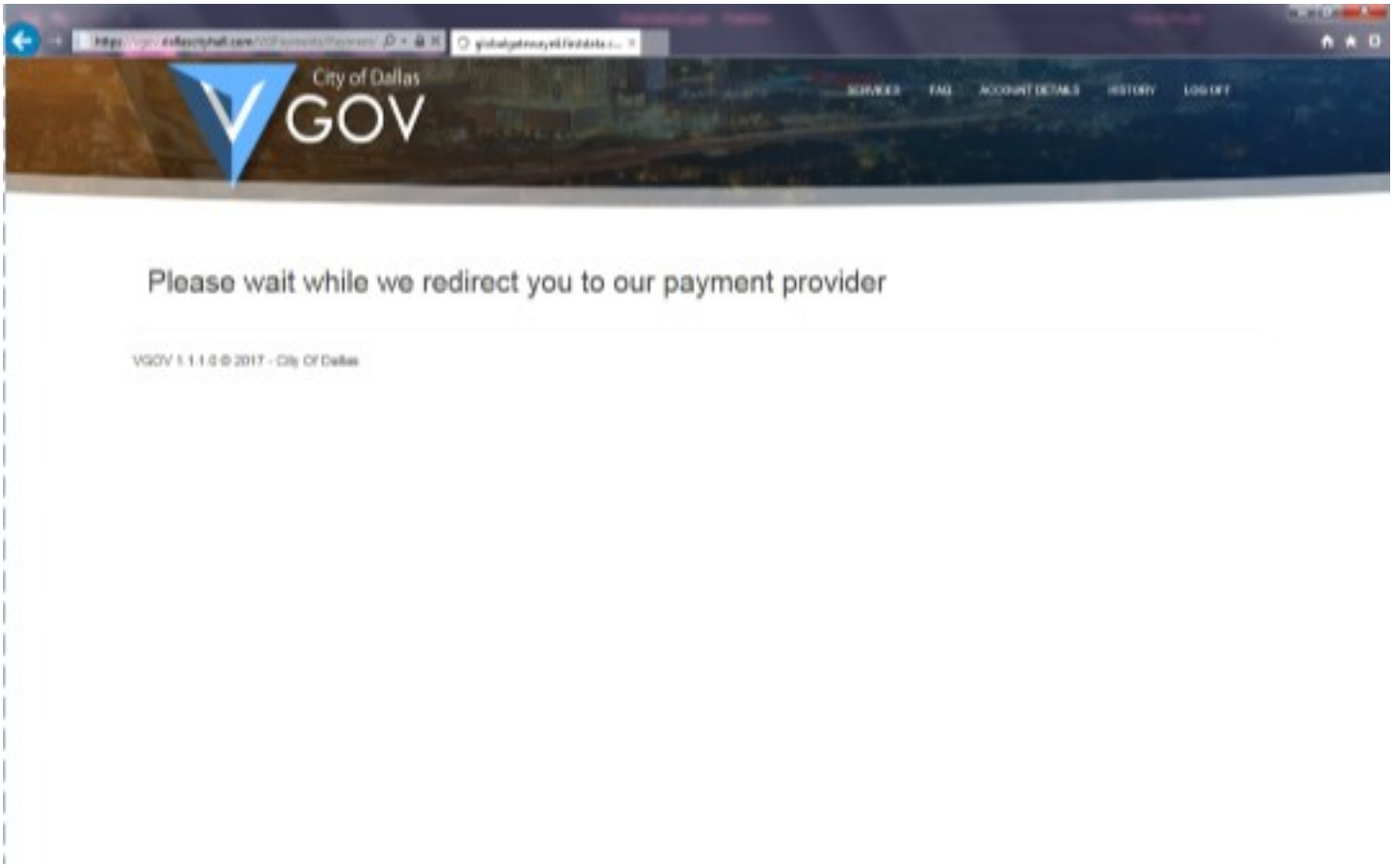
This screen will appear with a very important message:

1. Asking if you are ready to check out.
2. Advising you that when you pay the fee(s) are non refundable
3. It references your application number
4. The total fee amount
5. The types of credit cards the system will accept



If you are ready. Click on the Black "Pay Now" button and you will be routed to the payment "Payeezy" portal to complete the payment process





Making your Payment

City of Dallas **City of Dallas VGOV Fee Payment**

Review Your Order

Invoice Number
17-003330

Quantity	Item	Unit		Price
1	**Rental Property Registration Application 17-003330**	$43.00	USD	43.00
		Total	**USD**	**43.00**

« Return to City of Dallas VGOV Fee Payment

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Address

City

State/Province
Alabama

ZIP/Postal Code

Country
United States

Email
pgoode94@gmail.com

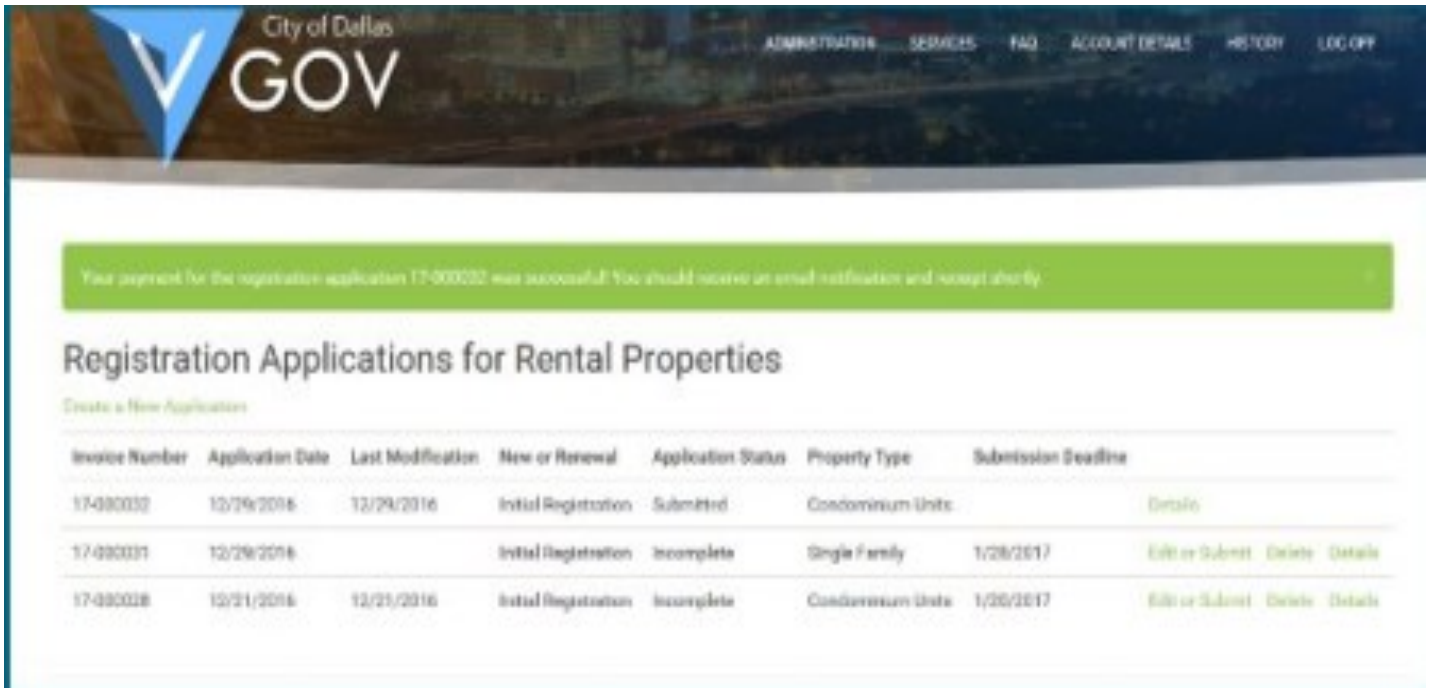
A confirmation email will be sent to this address.

Pay With Your Credit Card

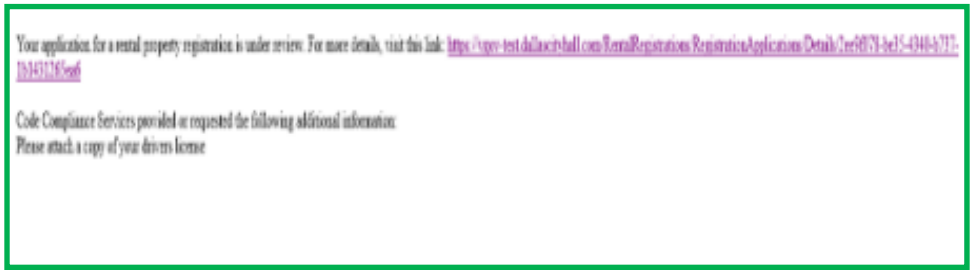
Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

After you have paid you will be routed back to the VGOV page which displays the listing of registration applications for your rental properties.

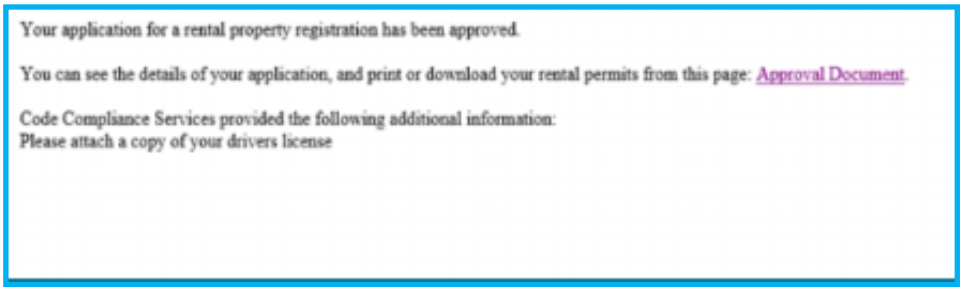


You will also receive an email confirmation that your application has been submitted and a receipt for your payment indicating the order is now complete and the transaction approved


Your application for a rental property registration is under review. For more details, visit this link: https://cpcv-test.dallascityhall.com/RentalRegistration/RegistrationApplications/Details/[illegible]

Code Compliance Services provided or requested the following additional information:
Please attach a copy of your drivers license

Your application will be in a review period for 7-10 business days. You will receive a message as displayed on the left


Your application for a rental property registration has been approved.

You can see the details of your application, and print or download your rental permits from this page: Approval Document.

Code Compliance Services provided the following additional information:
Please attach a copy of your drivers license

Once your application has been approved you will receive an email notification as displayed on the left, with a link that will allow you to view your permit

THE MOMENT YOU HAVE BEEN WAITING FOR!!

City of Dallas

December 29, 2016

[redacted]

3131 SWISSON ST.
DALLAS TX 75228

Your Single Family Rental Registration Certificate Number is 17-000032-001. If you have any questions, please contact the Department of Code Compliance at (214) 671-RENT (4368).

Single Family Rental Registration Certificate

Effective Date: December 29, 2016
Expiration Date: December 29, 2017
Address of Property: 1230 VIA BLANCO DR

Certificate 17-000032-001

City of Dallas

YOUR SINGLE FAMILY REGISTRATION IS COMPLETE!

http://dallascityhall.com/departments/codecompliance/Pages/Rental-Registration-.aspx