



FREQUENTLY ASKED QUESTIONS

Ordinance No. 2419, Short-Term Residential Rental Registration Regulations

Q. What facilities are governed by this ordinance?

Single-family dwellings, duplexes, townhouses, and certain multifamily dwellings that are rented or leased by an owner or owner's agent to one or more people. Such rentals may include a shared room, a single room, or the entire dwelling unit. These uses are conducted by the homeowner or tenant, not by a hotel or other business. The term does not include a dwelling, or a part thereof, unit that is used for a nonresidential purpose, including an educational, health care, retail, restaurant, banquet or event space, or another similar use as determined by the City Planner; a bed and breakfast; or a hotel/residence hotel.

Q. What is the most basic requirement of this ordinance?

Every short-term rental, once approved by Specific Use Permit (if applicable), must register with the city, pass inspection, and then annually repeat the registration and inspection process.

Q. What fees are associated with registering a short-term rental?

The following fees are specified by the City's Master Fee Schedule:

Specific Use Permit \$125 (For those properties that require the approval of a Specific Use Permit)

Registration of Property \$250.00

Inspection of Property \$100.00

2nd Reinspection for the Same Violation(s) \$50.00

Q. How often must an owner register residential rental property?

Registration and inspection of every short-term rental property must be completed annually.

Q. Is there a fee for a late renewal?

Yes, if a registration renewal is submitted 30 days after the due date, a \$250 late fee will apply.

Q. How often must the property be inspected?

An inspection is required upon initial registration with the City and afterwards, annually.

Q. What does an inspection cover?

Inspections will cover the requirements of all applicable codes and ordinances (including, but not limited to):



- Maintenance and upkeep of all interior and exterior areas
- Plumbing, electrical, and mechanical systems
- Structural integrity of roof, walls, chimneys, and foundations
- Weather protection issues such as exterior wall veneer, shingles, windows, doors, paint, wood rot, mold, etc.
- Accessory buildings, fences, paved areas
- Insect or rodent infestation
- Nuisance violations:
 - High grass and vegetation encroachment issues
 - Junk, trash, debris
 - Junked/inoperable vehicles

Q. When does my inspection need to be scheduled?

Inspections should be scheduled within 30 days of registration or the last failed inspection.

Q. What if my property fails inspection?

Properties failing inspection will be given 30 days to correct all violations. There is no fee for the initial reinspection, but a \$50 fee will be required upon scheduling the 2nd reinspection for the same violation.

Q. What are the responsibilities of the property owner or agent?

Owners must:

- Maintain all structures, equipment, appliances to the property
- Not permit occupancy of property that is not in safe and sanitary condition, or that does not comply with all ordinances enforceable by the City of Duncanville
- Not allow to exist any condition detrimental to safety or sanitation or in violation of any ordinance
- Keep the property free from any accumulation of rubbish, trash, debris, filth, or garbage