



RESIDENTIAL RENTAL PROPERTY INSPECTION AND REGISTRATION FORM

Property Information
Address* _____ City* _____ State* _____ Zip Code* _____
Parcel Tax Identification Number (If known) _____
Property Type* Total # of Rented Units*
 Single-Family 1 2 3 4
 Duplex
 Multi-Family
Utilities: Water* Electricity* Winterized*
 On On Yes
 Off Off No

Property Owner
Name* _____
Contact Name* _____ Business Name (If applicable) _____
Address* _____
City* _____ State* _____ Zip Code* _____
Phone Number* _____ Emergency Number* _____
Email Address _____

Property Manager
Name* _____
Contact Name* _____ Business Name (If applicable) _____
Address* _____
City* _____ State* _____ Zip Code* _____
Phone Number* _____ Emergency Number* _____
Email Address _____

Landlord/Owner Signature* _____ Print Name* _____ Date _____

REGISTRATION FEE - \$25.00
Check Payment: Please sign and return this completed form along with your check to City of Balch Springs, Attn: Utility Billing Department, 13503 Alexander Road, Balch Springs, TX 75181.

PLEASE COMPLETE AN APPLICATION FOR TEMPORARY WATER SERVICE (if needed)
Upon submission of the completed registration form and payment for the registration fee, you or your designee are responsible for calling the Permits and Inspections Department at 972-286-4477 ext. 124 to schedule your unit inspection.