

THE CITY OF COOPER

91 North Side Square
Cooper, Texas 75432

Darren Braddy
Mayor

Office 903-395-4433
Fax 903-395-0377

Single-Family Rental

Registration Form Property Information:

1. Rental Property Address: _____

Tenant Information: Property is (select one) VACANT OCCUPIED

2. Primary Tenant Name: _____
3. Number of Occupants _____
4. Primary Tenant Driver License Number _____
5. Tenant Daytime Telephone Number _____
6. Tenant Email address _____
7. Has there been a change of tenants since your last registration? Yes No N/A
8. Owner Information:
9. This single-family rental home is owned by a(n): check one
Individual Partnership Corporation Other
10. Individual Owner Name: _____
11. Individual Owner Driver License Number and State of Issue: _____
12. 11. Individual Owner Street Address: _____
City: _____ State _____ Zipcode _____
13. Individual Owner Telephone Number: _____
14. Individual Owner Email Address: _____
15. Registered Agent Name: _____
16. Registered Agent Telephone Number: _____
17. Registered Agent Email Address: _____
18. Property Manager Information:
19. Property Manager Name: _____
20. Property Manager Street Address: _____
21. City: _____ State _____ Zipcode _____
22. Agent Name: _____
23. Agent Telephone Number: _____



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Residential/ rental inspection concerns may include *but are not limited to* the following:

1. Driveways/Walkways – All must be maintained to prevent damage to person or property and remain out of the cities right of way or set backs (easement).
2. Electrical – Safety receptacle covers must be provided and be secured, outlets must be properly wired, breaker boxes must be correctly wired, breaker boxes must not have gaps or missing covers and there must be proper maintenance of any air conditioning and heating units.
3. Exterior Doors – Each exterior door on the dwelling is required to have:
 - o A. A doorknob lock or keyed dead bolt; and
 - o A keyless bolting device and a door viewer. This is usually a keyless deadbolt lock that is operable only by knob or lever from the door's interior and not in any manner from the door's exterior. Keyless bolting devices must meet the requirements of the Texas Property Code, Title 8, Chapter 92 Subchapter D-Security Devices.
 - o Two of the following locking devices on each sliding glass door – handle latch, security bar or sliding door pin lock
4. Exterior light fixtures – Any open exterior light sockets must be properly covered or have exterior light bulbs installed in the socket.
5. Plumbing – Any damaged plumbing, leaking faucets or pipes, irrigation leaks causing standing water, faulty sewer lines, etc. must be repaired. Water heaters must be property installed and maintained.
6. Roofs – Roof coverings must be maintained free of defects. Any broken or missing shingles must be replaced and match the texture and color of surrounding shingles.
7. Sanitation – Eliminate any accumulation of standing water, trash and debris, and mold. Walking paths to all exits must be clear. Provide regular pest extermination as needed. Seal all holes and gaps in interior walls and ceilings, including under sinks where pipes enter the walls.
8. Smoke Alarms – Smoke alarms must be tested to be operational. State law requires there to be an operable smoke alarm inside each bedroom. There must also be an operable smoke alarm in the corridor/hallway in the vicinity to the bedrooms. Finally, there must be an operable smoke alarm on each floor/level.
9. Stairs, sidewalks, handrails, guardrails – All must be secured, without any tripping hazards, free from debris and all spindles must be in place.
10. Structural integrity – Roofs, patios, supports, walkways, walls, soffits, eaves, stairways, and foundations must be structurally sound.
11. Weatherproofing – Holes, gaps and/or cracks at the exterior walls, windows, doors foundations, soffits, eaves and roofs should be sealed.
12. Windows – All windows must be weather sealed. Cracked or broken windows must be replaced. All windows must have an approved window latch/locking devices.
13. General Premises – The property must be maintained free of trash and debris. The lawn must be maintained to a height of 12" or less in height.

