



City of Sealy Multi-Family Residence Licensing Application

According to City Ordinance 2009-06 Section 14-431 (a), it shall be unlawful for any person to own, operate, manage, or maintain an apartment complex in the City without a current and valid license having been issued for the apartment complex. Any person owning, operating, managing, or maintaining an apartment complex at more than one location shall obtain a license for each separate location.

Complex Information:

Complex Name: _____

Complex Physical Address: _____

Complex Mailing Address: _____

Complex Email: _____

Complex Phone Number: _____ Fax #: _____

Owner(s) Information:

Owner Name: _____

Owner(s) Physical Address: _____

Owner(s) Mailing Address: _____

Owner(s) Email: _____

Owner(s) Phone Number: _____ Cell# _____

Owner(s) Fax # _____

All Authorized Property Managers:

Property Manager(s) Name: _____

Property Manager(s) Address: _____

Property Manager(s) Phone: _____ Cell#: _____

Property Manager(s) Email: _____

Maintenance Information:

Maintenance Name: _____

Maintenance Address: _____

Maintenance Phone Number: _____ Cell #: _____

Please provide the following attachments:

A site plan depicting

1. the total number of all buildings within the complex,
2. a description of the use of each building,
3. the location of each building within the complex , and
4. the number of dwellings units contained in each building

A copy of a blank lease agreement that is given to all tenants

A certification by a person licensed under the Texas Structural Pest Control Act stating the multi-family dwelling complex has been sprayed and treated for insects, rodents and vermin within the preceding six months.

Provide the following property information:

Total Number of Units: _____

One bedroom: _____

Two bedrooms: _____

Three bedrooms: _____

Four bedrooms: _____

Does this property have owner-operated alarm systems? Yes No

If "Yes" How many? _____ and what type _____

Alarm Company Name: _____

Alarm Company Phone: _____

Does this property have access gates? Yes No

Type of access: Key Pad Radio Intercom Key card

How many swimming pools are located on this property? _____

This property is a: Senior Housing Assisted Living Single Residence Occupancy HUD
Sec. 8 Dwelling Hatch

Read and initial each of the following:

_____ I herby acknowledge receipt of the City of Sealy Multi-Family Dwelling Ordinance and agree to abide by the same as a condition of receiving and/or maintaining a registration certificate.

_____ I herby agree to the required tenant/landlord inspections required by this ordinance and the maintenance and availability to theses record to the building inspector or designated representative.

_____ Upon changing ownership of the apartment complex, a new license and shall be obtained within thirty days of the change with the fee charged for the change on a prorated basis. The owner shall notify the City within thirty days of a change of ownership, property manager, or resident manager.

_____ I understand that the annual fee for a license, including any reinstatement license renewal under section 14-437 (f), shall be ten dollars (\$10.00) for each dwelling unit within an apartment complex. The license fee calculation shall include all occupied and vacant dwelling units. The fee for license issued during the year shall be prorated on the basis of whole months. The fee for issuing a replacement for a lost, destroyed, or mutilated license is ten dollars (\$10.00).

_____ I herby certify that any access gates and surveillance devices are in proper working conditions.

_____ I herby certify that the landlord is not indebted to the City, including, but not limited to indebtedness related to ad valorem taxes and/or utilities.

_____ I herby certify that each and every unit of this multi-family dwelling complex is equipped with an approved smoke detector device and is maintained in proper working order.

_____ I herby certify that all of the information submitted with this application is true and accurate to the best of my knowledge.

_____ I understand that this is an official government record. I understand that knowingly making a false entry or omitting required information in one or more of the above fields could result in criminal charges and denial or revocation of my registration.

Applicant

Title of Applicant

Date

An inspection of the property will be performed after receipt of a completed application.

All repairs and violations shall be corrected before the registration certificate is issued or renewed and the unit may not be occupied until it meets all the City's code regulations. If detailed repairs are needed the work must be performed by a licensed contractor and a permit must be obtained.

For any questions or comments:

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Planning and Community Development
405 Main Street
Sealy, TX 77474
979.885.1669
979.885.6253 fax**