



Westworth Village

# Long Term Rental Registration

City of Westworth Village – Permits Department: 817-710-2506  
311 Burton Hill Rd., Westworth Village, TX 76114

Property Ownership Type:  Individual  Corporation  
Properties Managed By:  Property Owner  Property Management Company

## PROPERTY OWNER / CORPORATE OWNER REPRESENTATIVE

Name: \_\_\_\_\_  
Company Name (if corporation owned): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Primary Email Address: \_\_\_\_\_  
Secondary Email Address: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_  
Driver’s License # \_\_\_\_\_ DL State \_\_\_\_\_  Copy of license attached (required)

## DESIGNATED LOCAL RESPONSIBLE PARTY

An owner must designate the name(s) and contact information of at least one other responsible party (**must be different that the party listed above**) who can be contacted regarding immediate concerns and complaints from the public if the owner cannot be reached. The person(s) designated may be the owner or another individual(s). They must be able to and shall be present at the premises within one (1) hour of call from the police department or city administrator, either in person or via video teleconference. The responding party must be authorized to make decisions on behalf of the owner regarding the premises and its occupants.

Name: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Primary Email Address: \_\_\_\_\_  
Secondary Email Address: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_  
Driver’s License # \_\_\_\_\_ DL State \_\_\_\_\_  Copy of license attached (required)  
Designated Responsible Party is:  Property Owner  Corporate Representative  Property Manager

## SECONDARY LOCAL DESIGNATED RESPONSIBLE PARTY (OPTIONAL)

Name: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Primary Email Address: \_\_\_\_\_  
Secondary Email Address: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Designated Responsible Party is:  Property Owner  Corporate Representative  Property Manager

**RENTAL PROPERTIES**

List the physical/street address of each rental property in Westworth Village for which the contact information listed on the previous page applies and indicate whether the utility account servicing the property is in the name of the property owner/ management company or the tenant occupying the property.

- 1. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 2. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 3. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 4. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 5. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 6. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 7. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 8. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant
- 9. Address: \_\_\_\_\_  
Utility Account in Name Of:  Property Owner/ Property Management Company  Tenant

**Permit Holder Agreement** (Initial next to each statement and sign):

**Initials Acknowledgements**

\_\_\_\_\_ I hereby certify the foregoing to be correct to the best of my knowledge.

\_\_\_\_\_ I agree that if any of the information provided on this form changes or is no longer applicable before the expiration of this registration, I will contact the city within 5 business days and provide the updated information.

I have read and understand the Long-Term Rental Ordinance **Article 3.09**, including the following provisions:

- It is unlawful for any owner or person to rent, lease, advertise, or otherwise permit or allow any premises to be operated or used as an unregistered long-term rental.
- Once issued, this registration shall be valid for up to 2 years and will expire on **January 15<sup>th</sup>** of each even numbered year, and that renewals may be filed beginning thirty (30) days prior to the expiration of any currently existing registration.
- If the city utility account servicing the subject property is in the name of the owner or management company of the property, a Certificate of Occupancy is required with the initial application and each renewal application as described in Article 3.05 of the Code of Ordinances and that if the City utility account servicing the subject property is in the name of the tenant occupying the property, a Certificate of Occupancy is required as described in Article 3.05 of the Code of Ordinances between every change in tenants.
- Rental registrations are non-transferable and shall not be assigned nor transferred to another person or entity.

\_\_\_\_\_ I understand that I am ultimately responsible for maintaining the property in compliance with city ordinance, therefore, I am financially responsible for any fees and/ or fines that may be incurred as a result of code compliance violation citations and/ or abatement actions taken by the city to bring the property into compliance.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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*Name (Print)*