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CITY OF DALLAS

MULTI-TENANT INSPECTION PROGRAM



DEPARTMENT OF CODE
COMPLIANCE

TEL: (214) 670-5708
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THE MULTI-TENANT INSPECTION PROGRAM

The Multi-Tenant Inspection Program was created to provide a safe, clean, and healthy living environment for residents of multi-tenant properties as well as a cohesive environment with the adjacent properties of differing uses, i.e. single-family neighborhoods, retail, office, etc... It was originally created in 1994 as the Multi-Family Inspection Program and has evolved to include licensing and response programs, swimming pool inspections, and training the operators of those pools. The program will identify previously unregistered properties that house residents, often in sub-standard conditions. The program will help alleviate poor living conditions and inform the residents of remedies to those conditions.

Multi-Tenant Definition

Multi-Tenant properties are composed of 3 or more units for lease and are older than 5 years. With amendments to Chapter 27 of the Dallas City Code in March 2004, the program has expanded to include leased condominiums, extended stay hotels and motels, residential hotels, as well as, group homes and boarding homes.

Cost of Inspection

All properties are required to submit a completed registration application each year. The application is to be completed by the a person who owns, operates, or controls the property. A fee of \$10.00 per unit, whether occupied or unoccupied, must be submitted

with the registration. Properties will receive a graded inspection at least once every three years, except for those constructed and issued a certificate of occupancy within the preceding five years. No inspection fees will be assessed to those properties scoring 85 or better. Properties failing due to required documentation will be invoiced a fee of \$20 per total number of units. Properties failing due to structural, zoning, or hazardous conditions will be invoiced a fee of \$30 per total number of units. Re-inspection of violations will be invoiced a fee of \$50 per actual units/buildings/pool re-inspected until the violation is corrected.

Nothing in this brochure should be construed as legal advice to you. Please feel free to contact your own attorney.

It is recommended that a representative of the property be present during an inspection. They should be prepared to provide smoke alarms and batteries when needed. Quick repairs will be allowed and will not go against the property.

INFORMATION NEEDED TO HELP PASS A MULTI-TENANT INSPECTION



ADMINISTRATIVE FAILURE

An administrative failure is a graded inspection in which the property scores lower than 85 only because of failure to have or display the below required documentation:

Permits Posted:

Permits for all work in progress at time of inspection should be posted. Permits can be obtained for Building Inspections at 320 E Jefferson Blvd. Suite 118.

Certificate of Occupancy:

Required for all uses except for single family and duplex. A C/O can be obtained for Building Inspection at 320 E Jefferson Blvd. Suite 118.

Swimming Pool Permit:

Required for all Multi-Tenant pools. A permit application can be found on City of Dallas (COD) web site.

Master Meter Notice:

Required for all Mastered Meter properties. Copy of this notice can be download from the COD web site.

Crime Free Addendum:

Required for all Multi-Tenant properties. Most TAA leases have a Crime Free Addendum. A copy can be downloaded from the COD web site.

EXTERIOR INSPECTION:

The exterior of a property comprises 60% of its score. A score of 60 points will be earned if there are no violations. The below violations will result in reductions.

Signs Violation	2 Points
Dead Tree/Branches	2 Points
High Weeds	2 Points
Litter	3 Points
Graffiti	3 Points
Parking lot	2 Points
Fencing	3 Points
Crime watch attendance	5 Points
Foundations/Cross Vents	3 Points
Roof/Chimney	3 Points

Windows/Doors	4 Points
Decayed/Exposed Wood	3 Points
Stairs/Balconies	4 Points
Walkways/Landings	4 Points
Rails	4 Points
Holes/Cracks in Walls	3 Points
Security Lighting	3 Points
Building/Unit Numbers	2 Points
Open Storage	3 Points
Other	2 Points

Total 60 Points

Any **Life Hazard** (Sewage discharge, Pool Safety, Exposed Wiring, Open and Vacant units, etc.) found on the property at the time of a license inspection will result in a 0 exterior score.

INTERIOR VIOLATIONS:



The interior of a property comprises an average of 40% of its score. A score of 40 points will be earned if

there are no violations.

The following violations will result in reductions.

Holes/Cracks in walls	4 Points
Insect/Rodent Infestation	3 Points
Weather/water tight	2 Points
Hot Water	4 Points
Security devices (door)	3 Points
Exposed Electrical	Failure
T & P Valve	3 Points
A/C	4 Points
Sub-Flooring	3 Points
Plumbing Fixtures	3 Points
Leaks/Pipes/Faucets	3 Points
Heat	4 Points
Smoke Alarm	Failure
Overcrowding	4 Points

Total 40 Points

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