



TOWN OF TROPHY CLUB

1 Trophy Wood Drive | Trophy Club, Texas 76262
682-237-2916 | rentals@trophyclub.org

SINGLE-FAMILY RESIDENCE LICENSE APPLICATION

Please complete all applicable fields. Property manager information is only required when applicable.

1. RENTAL PROPERTY AND TENANT INFORMATION

Rental Property Address

Name(s) of Tenant(s) on Lease. Type "Unoccupied" if vacant.

2. PROPERTY OWNER INFORMATION

Property Owner Name

Owner Mailing Address

Owner Phone Number

Owner Email Address

3. PROPERTY MANAGEMENT INFORMATION (IF APPLICABLE)

Property Management Business Name

Business Address

Property Manager Name

Property Manager Phone Number

Property Manager Email Address

4. PROPERTY DETAILS

Number of Bedrooms

☐ 1 ☐ 2 ☐ 3 ☐ 4+

Swimming Pool on Property

☐ Yes ☐ No

5. APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

I acknowledge that I have reviewed Article 3.10 of the Town's Code of Ordinances and understand the applicable requirements.

Signature of License Applicant

Date

Applicant Title (Owner, Property Manager, etc.)

Submit the completed application to rentals@trophyclub.org

ARTICLE 3.10
SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL RENTAL HOUSING¹

DIVISION 1
Generally

§ 3.10.001. Purpose.

The purpose of this article is to safeguard the life, health, safety, welfare, and property of the occupants of rental units and the general public by providing for the regulation and enforcement of minimum building standards and property maintenance codes for single-family and multi-family rental units.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.002. Definitions.

Administrator. The building inspector, officer, or other designated authority of the town, or their designee, charged with the administration and enforcement of this article.

Building inspector. The chief building official of the town or their designated representative.

Code. The Code of Ordinances, Town of Trophy Club, Texas.

Critical violation. A major violation of the town's current adopted technical or construction codes, as determined by the town community development department, acting by and through the administrator or building inspector.

Department. The community development department.

Landlord. A rental unit owner or operator, including a property manager, whether an entity or an individual, who has leased, rented, or permitted the exclusive use of the land, the building, or a part of the land or building to another person.

Lease. A verbal or written contract between a property owner and a person or individual seeking temporary enjoyment and exclusive use of the property, in exchange for rent or other consideration paid to the property owner or landlord.

Life-safety violation. A violation of the town's current adopted technical or construction codes that poses an imminent threat to the life, limb, or health of any tenant or member of the general public, as determined by the town's community development department, acting by and through the administrator or building inspector.

Multi-family dwelling complex or complex. Any building or group of buildings which provide four (4) or more dwelling units on a single platted lot, or, if the land on which the building or buildings is located is unplatted, on a contiguous tract of land under common ownership.

Multi-family rental unit. Any room or suite of rooms arranged, designed, or occupied as a residence by a single family, individual, or group of individuals and located in a multi-family

1. Editor's Note--Former Article 3.10 Pertaining To Apartment Complex Licensing, Was Amended And Replaced In Its Entirety By Ordinance 2026-16 Adopted 6/8/2026. Prior To The Replacement This Article Derived From The Following: Ordinance 86-06, Secs. II Through X, Adopted 2/10/86; Ordinance 98-28, Sec. 7, Adopted 10/20/98; And 2006 Code, Ch. 3, Secs. 13.01 Through 13.09.

dwelling complex.

Occupant. The tenant of a rental unit, as well as any other person living, sleeping in, or having actual possession of a rental unit.

Owner. Any person, agent, firm, or corporation having a full or partial legal or equitable interest in a rental unit.

Premises. A lot, plot, or parcel of land, including any structure thereon and all grounds and facilities held out for the use of tenants or otherwise promised to the tenant.

Property manager. A person who, for compensation, manages one or more rental units on behalf of a landlord.

Rent. Money or other consideration paid by a tenant to a landlord, usually pursuant to a lease, in exchange for the exclusive use and enjoyment of land, a building, or a part of a building.

Rental unit(s). Property owned and/or operated by a landlord by whom a tenant has been granted temporary and exclusive use through a lease and shall collectively refer to multi-family rental units and single-family rental units, whether individual or plural.

Single-family dwelling. Any dwelling designed exclusively for residential occupancy by not more than one family, as defined in chapter 14, article 14.02, division 2, of this code. For the purposes of this article, the term "single-family dwelling" shall include a duplex dwelling, single-family attached dwelling, and single-family detached dwelling.

Single-family rental unit. Any single-family dwelling which is leased by a landlord to a tenant. A single-family rental unit shall not include multi-family rental units.

Tenant. An individual, whether one or more, to whom a landlord grants temporary and exclusive use of land, a building, or a part of a building through a lease, and usually in exchange for rent or other consideration, for living or dwelling purposes.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.003. License required; license terms.

- (a) No rental unit may be operated without a license obtained pursuant to the provisions of this article. No license shall be issued prior to completion of all required inspection(s) and satisfaction of all inspection requirements. Any landlord leasing or renting a rental unit at more than one location shall obtain a license for each separate location. It shall be unlawful to submit a false or fraudulent application for a license.
- (b) A license issued under this article is not assignable or transferable. A license is valid only for the rental unit for which it is issued. It shall be unlawful for any person to counterfeit, forge, change, deface, or alter a license. A license may be canceled upon written request of the owner(s) or landlord, effective immediately upon its filing.
- (c) Each license issued pursuant to this article shall be valid through December 31 of the year of its date of issuance, unless suspended or revoked, and must be renewed within thirty (30) days of the date of expiration. The fee for any license issued in any month other than January shall be prorated accordingly.
- (d) The license shall identify the occupancy maximum for the rental unit based on the

calculation of one occupant per sleeping room with a minimum floor area of 70 square feet, and one additional occupant for each additional 50 square feet of floor area in the same sleeping room; provided, however, that the occupancy maximum shall not exceed the limits of Texas Property Code Section 92.010. Additionally, the administrator shall consider any written requests for reasonable accommodation in accordance with federal law, and the calculations above shall be subject to applicable state and federal laws, including rules or regulations adopted by the U.S. Department of Housing and Urban Development and the Texas Department of Housing and Community Affairs.

- (e) A late fee shall be assessed for license renewal applications filed more than thirty (30) days after the license expiration date, the issuance of the property maintenance inspection report, or a change in ownership.
 - (f) The landlord must be current on any and all fees, taxes, and assessments owed to the town prior to the issuance or renewal of a license.
 - (g) In accordance with appendix A of this code, the annual fee for a license shall be remitted with all initial or renewal license applications.
- (Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.004. Substandard rental units.

All rental units shall maintain compliance with the town's applicable technical and construction codes and standards set forth in chapter 3 of this code, including the International Property Maintenance Code. Any substandard condition in a rental unit or complex shall be subject to abatement in accordance with chapter 3, article 3.05, of this code, in addition to all other remedies available to the town.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.005. Appeal procedures applicable to all rental unit applications and licenses.

- (a) A landlord may appeal any decision or order of the building inspector, including findings contained in the property maintenance inspection report or a decision to suspend or revoke the license and/or certificate of occupancy to operate the rental unit or complex, as provided in this section.
- (b) An appeal pursuant to subsection (a) shall be submitted to the zoning board of adjustment by filing in the office of the town secretary, no later than fifteen (15) days after the issuance of such decision or order and during regular business hours, a written appeal of such decision or order to the zoning board of adjustment on a form to be supplied by the town secretary. Appeals filed after that date shall be deemed untimely and the decision or order shall be considered a final determination.
- (c) The procedures set forth in section 14.02.405 for an administrative appeal to the zoning board of adjustment, as described by section 14.02.405(h)(1), shall govern any appeal filed pursuant to this section.

§ 3.10.006. Penalty.

Any person willfully violating any of the provisions of this article shall be deemed guilty of a misdemeanor and shall be punished as provided in section 1.01.009 of this code, and each and every day that such violation continues shall constitute a separate offense. Those fines shall be in addition to and cumulative of all other available remedies.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.007. through § 3.10.010. (Reserved)

DIVISION 2

Landlord and Tenant Maintenance Responsibilities

§ 3.10.011. Maintenance responsibilities of landlord.

- (a) A landlord shall be exclusively responsible for the integrity and safety of a rental unit or complex's structure, parking facilities, water lines, and sewer lines, including full compliance with all applicable technical and construction codes, as set forth in chapter 3, article 3.03, of the code, including the current adopted editions of the International Residential Code, the International Building Code, and the International Property Maintenance Code.
- (b) A landlord shall provide to each tenant an emergency telephone number or other means of communications which shall be answered 24 hours each day by an employee of the owner or landlord of the rental unit in order that the tenant may report needed repairs or emergencies or seek information or answers relative to landlord-tenant matters which cannot wait until regular business hours.

§ 3.10.012. Maintenance responsibilities of tenant.

A tenant shall comply with the following minimum responsibilities:

- (1) Maintain the exterior and interior of the property or structure under their control in accordance with their lease agreement, including all plumbing equipment and facilities, in a clean, sanitary condition at all times and free from rubbish, garbage, and other conditions that would encourage infestation of insects, rodents, vermin, and unsanitary conditions.
- (2) Maintain the rental unit and its facilities to avoid violating applicable technical and construction codes, as set forth in chapter 3, article 3.03, of the code, including the currently adopted editions of the International Residential Code, the International Building Code, and the International Property Maintenance Code, as amended.
- (3) Comply with all applicable town ordinances, including waste disposal standards.
(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.013. through § 3.10.015. (Reserved)

DIVISION 3
Single-Family Rental Units

§ 3.10.016. License requirements.

- (a) The landlord of a single-family rental unit shall apply for a license in accordance with the application process outlined in this article. Should a landlord operate more than one single-family rental unit, or a combination of single-family and multi-family rental units, a separate license shall be obtained for each single-family rental unit and each multi-family dwelling complex.
- (b) Each license issued pursuant to this section shall be valid through December 31 of the year of its date of issuance, unless suspended or revoked. The fee for any license issued in any month other than January shall be prorated accordingly.
- (c) Upon a change in ownership, if the new owner intends to continue operating the property as a single-family rental unit, the new landlord shall have thirty (30) days from the date of the change in ownership to file an application for a new license with the department. A change in ownership occurs when more than 50 percent of the interest in the rental unit is transferred to a different owner. It shall be an affirmative defense to prosecution that the rental unit was rented or leased for a period of less than sixty (60) days to a person who was the immediate past owner of the dwelling or who shall be the immediate next owner of the dwelling.
- (d) The license application shall be on a form prescribed by the administrator, shall be accompanied by the appropriate fee identified in the town fee schedule, and shall at minimum contain the following information:
 - (1) Street address, zoning classification(s), and number of bedrooms of the rental unit;
 - (2) The name, physical street address, mailing address (if different from physical address), telephone number, e-mail address, signature, and driver's license or other government-issued identification number of the owner (or signed owner authorization);
 - (3) The name, physical street address, telephone number, e-mail address, and signature of any landlord of the property for which an application is being submitted;
 - (4) If the owner is other than an individual, the legal name of the entity owner, all trade names, and the name of the registered agent, managing partner, or other person authorized to accept service of process on behalf of the owner, such that service of any notice under this code on the designated agent shall constitute service upon the owner unless the owner submits actual written notice that the designated agent is no longer so authorized;
 - (5) The name and telephone number of the tenant responsible for the single-family rental unit, if available, at the time of application;
 - (6) The occupancy maximum of the rental unit;

- (7) Proof of liability insurance;
- (8) A certification that the rental unit for which the application is submitted is equipped with functioning smoke detectors and carbon monoxide detectors (if served by natural gas) in accordance with the provisions of the current adopted edition of the International Residential Code; and
- (9) Acknowledgment of receipt of a copy of this article and a certification that the property owner and/or manager agrees to abide by all applicable federal, state, and local regulations, including this article, as a condition of receiving and retaining the license.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.017. Inspection required.

- (a) The administrator is hereby authorized to inspect the premises of a rental unit, including all structures located on the property, as allowed by state or local law to determine the condition of the premises and to ensure compliance with the town's adopted construction and technical codes, including the current adopted editions of the International Residential Code, the International Building Code, and the International Property Maintenance Code. Inspection and reinspection fees shall be charged in accordance with the town fee schedule.
- (b) No license shall be issued if, following inspection, the property maintenance inspection report indicates that the rental unit does not comply with division 2 of this article and the current adopted edition of the International Residential Code.
- (c) Inspections may be performed as follows:
 - (1) Upon application for a license or license renewal;
 - (2) Upon a change in tenancy, except that if a change in tenancy occurs within three (3) months after the date of the required annual renewal, and the annual renewal was lawfully obtained by the owner, the owner shall be exempt from the annual renewal and inspection requirement until the subsequent annual renewal;
 - (3) As needed for reinspection to determine compliance following a failed inspection;
 - (4) As needed for reinspection to confirm continued compliance no less than six (6) months following findings of multiple violations or multiple failed reinspections, so long as the administrator provides ten (10) days' advance written notice;
 - (5) Upon the request of a tenant;
 - (6) Upon the town's receipt of a complaint or report, or observation of a condition, of a critical or life-safety violation.
- (d) Nothing contained in this section shall be construed to prohibit an inspection at the request of a tenant or upon receipt of a report of violation of the terms of the rental unit's license or this article.

- (e) The administrator shall enforce the provisions of this article upon presentation of proper identification to the landlord or, if occupied, to the tenant and, with the landlord and/or tenant's permission, may conduct an inspection of the unit. The authority to conduct both exterior and interior inspections by the administrator is subject to all limitations provided in state and federal law. If the owner or tenant does not authorize the administrator's entry, the administrator is authorized to seek a warrant pursuant to Texas Code of Criminal Procedure Article 18.05, as amended. Any warrants issued will constitute authority for the administrator to enter upon and inspect the rental unit described therein. (Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.018. Property maintenance inspection report.

- (a) Following completion of the inspection described above, the administrator will issue to the landlord a property maintenance inspection report for the inspected rental unit(s).
- (b) The report shall be in written form as prescribed by the administrator.
- (1) The report shall indicate whether a single-family rental unit complies with the standards set by this article and shall indicate the number of persons permitted to occupy the single-family rental unit.
- (2) The property maintenance inspection reports shall be maintained by the landlord for a minimum of three (3) years.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.019. Enforcement; suspension; revocation.

- (a) A single-family rental unit license may be temporarily suspended by the town in the following circumstances:
- (1) If, after notice and a period of correction to be determined by the administrator, an unmitigated life-safety violation exists on the premises of the licensed rental unit;
- (2) If, after notice and a period of correction to be determined by the administrator, a critical violation remains on the premises of the licensed rental unit; or
- (3) If, after a change in tenancy, the town has not received a request for inspection or certification of compliance within sixty (60) days of application for temporary utilities.
- (b) Within sixty (60) days of suspension, a landlord may make written application for a reinspection for the purpose of reinstating the license. Within ten (10) days following the receipt of a request, which shall include a statement signed by the applicant certifying that all of the violations that caused suspension of the license have been corrected, the town shall make a reinspection. Upon reinspection, if all violations have been corrected, the license shall be reinstated.
- (c) For three (3) or more critical violations and/or life-safety violations within a twelve-month period, or for interference with the administrator's administration and enforcement of this article, the license may be revoked after an opportunity for a hearing. Prior to such

§ 3.10.019

§ 3.10.020

action, the administrator shall notify the holder of the license in writing, stating the reasons for which the license is subject to revocation and advising that the license shall be revoked at the end of fifteen (15) days from the service of such notice unless the license holder files a notice of appeal with the town secretary pursuant to section 3.10.005 within such fifteen-day period. A license shall be suspended for cause pending its revocation or a hearing relative thereto. Upon license revocation, the property owner may not apply for a new license until the one-year anniversary of the date of revocation.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.020. (Reserved)

DIVISION 4
Multi-Family Rental Units

§ 3.10.021. License requirements.

- (a) The landlord of a complex shall apply for a license in accordance with the application process outlined in this article and within thirty (30) days after the property maintenance inspection report is issued to the landlord.
- (b) Upon a change in ownership, the new landlord of the complex shall have thirty (30) days from the date of the change in ownership to file an application for a new license with the department. A change in ownership occurs when more than 50 percent of the interest in the complex is transferred to a different owner.
- (c) The license application shall be on a form prescribed by the department, shall be accompanied by the appropriate fee identified in the town fee schedule, and shall at minimum contain the following information:
 - (1) The trade name, physical address, business mailing address, email address(es), related website(s), and telephone number(s) for the complex;
 - (2) The names and 24-hour contact phone number(s) of designated employee(s) or authorized representative(s) who shall be assigned to respond to emergency conditions, including but not limited to fire, natural disaster, flood, burst pipes, collapse hazard, and violent or property crime;
 - (3) Information identifying the business entity or entities owning and/or managing the complex, including the names, addresses, email addresses, related websites, and phone numbers of the property owner, landlord, resident manager, and registered agent;
 - (4) Information identifying the point of contact of a retail utility provider for the connection or disconnection of public utility service at the complex, including contact information and related websites;
 - (5) Information identifying any mortgage lienholders, including contact information and related websites;
 - (6) Proof of liability insurance;
 - (7) Information identifying the total number of multi-family rental units; the number of residential buildings; the number of multi-family rental units per building categorized by efficiency, one-bedroom, two-bedroom, and three-bedroom; the occupancy maximum for each category of rental unit; and the number and category of other buildings existing on the premises, including but not limited to laundry, mail, and maintenance facilities; and
 - (8) Acknowledgment of receipt of a copy of this article and a certification that the property owner and/or manager agrees to abide by all applicable federal, state, and local regulations, including this article, as a condition of receiving and retaining the

license.

- (d) It shall be unlawful for any person to own, operate, manage, or maintain a multi-family dwelling complex in the town without a current license issued for each complex. Any person owning, operating, managing, or maintaining a complex at more than one location shall obtain a license for each separate location.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.022. Inspection required.

- (a) The administrator is hereby authorized to make inspections as allowed by state or local law to determine the condition of the premises and all structures located thereon, in order that town officials may perform their duties of safeguarding the safety, health, and welfare of the occupants and of the general public. Additionally, the administrator has right and access to inspect, as allowed by state or local law, (1) all unoccupied units upon giving reasonable notice to the owner, property manager, or landlord and (2) all occupied units upon receiving consent from the tenant and providing notice to the owner, property manager, or landlord. Inspection fees shall be charged in accordance with the town fee schedule.
- (b) The landlord, as a condition to the issuance of the license required by this article, shall consent to the following inspections when needed to ensure compliance with this article:
 - (1) Upon application for a license or license renewal;
 - (2) As needed for reinspection to determine compliance following a failed inspection;
 - (3) As needed for reinspection to confirm continued compliance no less than ninety (90) days following findings of multiple violations or multiple failed reinspections, so long as the administrator provides ten (10) days' advance written notice;
 - (4) Upon the request of a tenant; or
 - (5) Upon the town's receipt or observation of a complaint or report, or observation of a condition, of a critical or life-safety violation.
- (c) Nothing in this article shall be construed to prohibit the administrator from conducting need-based or complaint-based inspections as needed, including upon receipt of a report of violation of the terms of the rental unit's license or this article.
- (d) The administrator may enforce the provisions of this article upon presentation of proper identification to the occupant in charge of any unit, and may enter, with the occupant's permission, any unit between the hours of 8:00 a.m. and 5:00 p.m.; provided, however, that in cases of emergency where extreme hazards are known to exist which may involve imminent injury to persons, loss of life, or severe property damage, the administrator may enter a rental unit at any time, and the requirement for presentation of identification and the occupant's permission shall not apply.
- (e) The authority to conduct both exterior and interior inspections by the administrator is subject to all limitations provided in state and federal law. If the owner or tenant does not

authorize the administrator's entry, the administrator is authorized to seek a warrant pursuant to Texas Code of Criminal Procedure Article 18.05, as amended. Any warrants issued will constitute authority for the administrator to enter upon and inspect the rental unit described therein.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.023. Property maintenance inspection report.

- (a) Following completion of the inspection described above, the administrator will issue to the landlord a property maintenance inspection report for the inspected complex.
- (b) The report shall be in written form as prescribed by the administrator.
 - (1) The report shall indicate whether a complex complies with the standards set by this article.
 - (2) The property maintenance inspection reports shall be maintained by the landlord for all applicable property conditions, buildings, and identified rental units within the multi-family dwelling complex for a minimum of three (3) years.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.024. Enforcement; suspension; revocation.

- (a) Upon a landlord's failure to comply with the terms of this article after receipt of written notice from the administrator setting out the violation(s) and the time allowed to rectify the violation(s), the administrator may, at their discretion, take any or all of the following actions:
 - (1) Prohibit the landlord from re-letting any rental unit in a condition that violates this article that becomes vacant, until such violation(s) has (have) been rectified;
 - (2) Impose a penalty upon the landlord as provided in this article;
 - (3) Revoke the owner's certificate of occupancy and/or the license authorized by this article to operate the entire multi-family dwelling complex.
 - (A) If the administrator determines that violations of this article provide cause to revoke a certificate of occupancy, the administrator will issue written notice of such determination to the landlord detailing the reasons for revocation.
 - (B) The administrator's determination to revoke a certificate of occupancy under this subsection may be appealed in accordance with this article.
 - (C) If the appeal process upholds the administrator's determination to revoke the certificate of occupancy, the landlord will be required to issue a formal written notice to all tenants that all units must be vacated within sixty (60) days. This written notice shall also be posted prominently in the leasing office.
- (b) Within sixty (60) days of suspension, a landlord may make written application for a reinspection for the purpose of reinstating the license. Within ten (10) days following the receipt of a request, which shall include a statement signed by the landlord certifying that

all of the violations that caused suspension of the license have been corrected, the town shall make a reinspection. Upon reinspection, if all violations have been corrected, the license shall be reinstated.

(Ordinance 2026-16 adopted 6/8/2026)

§ 3.10.025. Parking regulations.

- (a) A landlord must provide adequate parking in accordance with the town's subdivision ordinance and this code. Additionally, parking is restricted to the number of off-street parking spaces available at the rental unit and to on-street parking immediately adjacent to the rental unit's front property lot line. All motor vehicles are further subject to the parking regulations contained in chapter 12 of the code.
- (b) A tenant shall not keep motor vehicles in numbers that exceed the number of bedrooms in the rental unit either on the off-street parking spaces available at the premises or on on-street parking immediately adjacent to the public right-of-way adjacent to the premises, in accordance with Texas Human Resources Code Section 123.009.

(Ordinance 2026-16 adopted 6/8/2026)