

MESQUITE RENTAL CERTIFICATE OF OCCUPANCY

2ND ANNUAL SINGLE FAMILY RENTAL FORUM

NOVEMBER 5, 2025



MESQUITE
T E X A S
Real. Texas. Service.

INTRODUCTIONS

REVIEW OF PROCESSES



Licensing

Apply Online – Citizen Self Service Portal

Licensing - **\$150/per application**

Pre-Occupancy Penalty fee - **\$500**

Renew every 3 years if same tenant or after every change of tenant. Whichever comes first.



Inspections

Checklist

International Property Maintenance
Code/City Ordinances

CITIZEN SELF SERVICE

APPLY FOR

SINGLE-FAMILY RENTAL PROPERTY

LICENSE

- **Log in or create an account**
 - Click **Apply**
 - Select the **Single-Family Rental Property** application.



Single-Family Rental Property

Category Name:
Rental License

Description:
Add rental property to this application.



APPLICATION

- ❖ The City of Mesquite Rental Inspections department will review the application. **Application review can take up to 48 hours**, sometimes longer depending on the number of applications we receive.

We review and check for the following:

- ✓ Outstanding property taxes
 - ✓ Outstanding labor liens
 - ✓ Valid driver's license/ID – address CANNOT contain the rental property address
 - ✓ Local property manager – must be located within 40 miles of Mesquite & must have CSS account
 - ✓ Phone Number
 - ✓ Email address
- ❖ If an application is incomplete or missing required information, we will reach out via email.

PAY INVOICE/FEES

- ❖ Once the application is reviewed and finalized, the Rental Department will generate an invoice which will be sent via email. You can also locate the invoice by logging in your CSS account.
- **\$150.00 Application Fee** – This is for the processing of the application and includes two (2) inspections.
- **\$500.00 Pre-occupancy Fee** – This only applies if the property is occupied **PRIOR** to a passed inspection.
- **\$60.00 Re-inspection Fee** – This applies to any and all requested inspections after the second failed inspection and to 45-Day Re-inspections.
- ❖ Once the payment has been made, the Rental department will process the payment.

REQUEST **INSPECTION**

- ❖ When payment has been processed by the Rental Department, an automated email will be sent to informing you to proceed with requesting the inspection. The email will provide detailed instructions on HOW to request the inspection online.
- ❖ The Rental department will receive the request and schedule the inspection.

REQUEST INSPECTION

- **IF THE PROPERTY IS VACANT:** Provide entry such as lockbox code, key location, etc. It is not necessary to have someone present, as long as the inspector has entry.
- **IF THE PROPERTY IS OCCUPIED:** The City will not enter an occupied property with a key, lockbox code, etc. Please coordinate with the tenant to be available; someone over the age of 18 must be present at the time of inspection.
- Same-day inspections are not available.
- Inspectors will not call or text before inspection. An automated email will be sent to the applicant(s), informing them the inspector is EN ROUTE.

PRE-EXISTING IMPROVEMENTS

- Why are permits are required?
- What improvements require a permit?

The following are violations we see but not limited too:

(whenever possible, property managers should visit and review the premises prior to requesting inspections; this could help avoid re-inspections)



Shower (Occupied)



Concrete
Damage



Electrical hazard





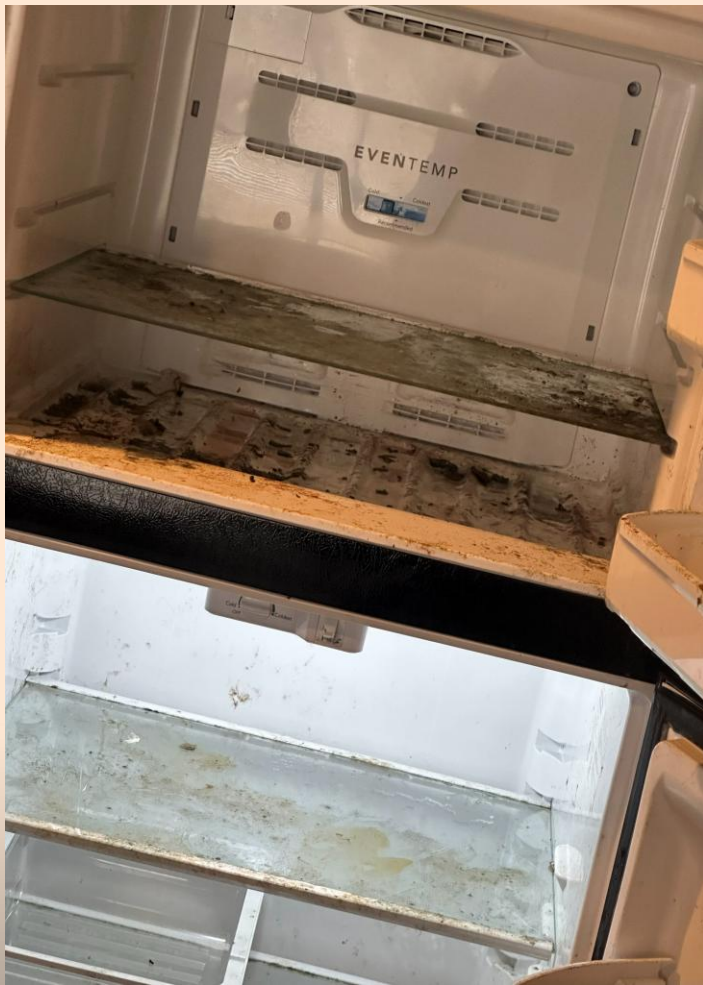
Window Sealed Shut



Occupied



Wasp Nest



Refrigerator "Move in Ready"

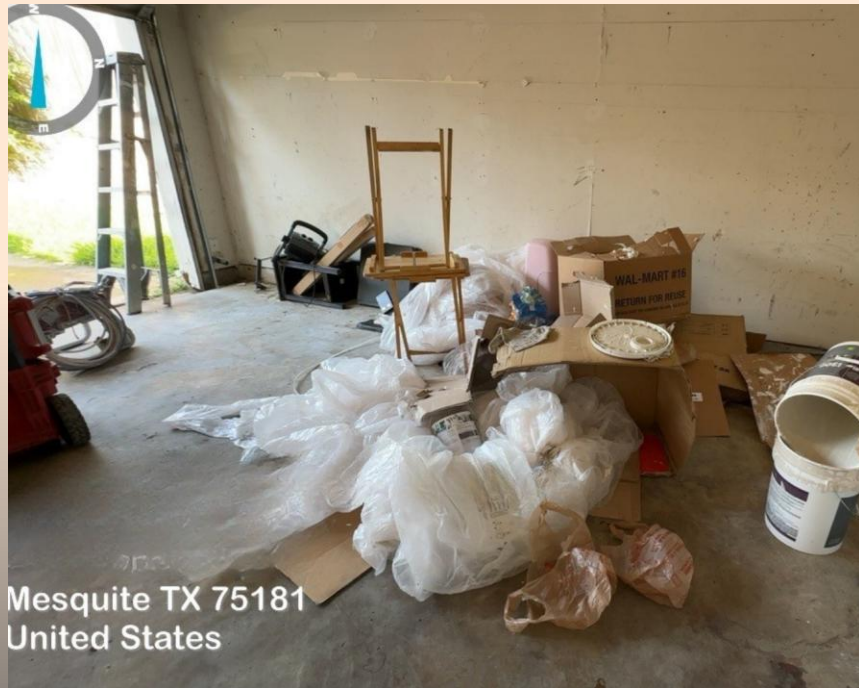


Disposal (Occupied)

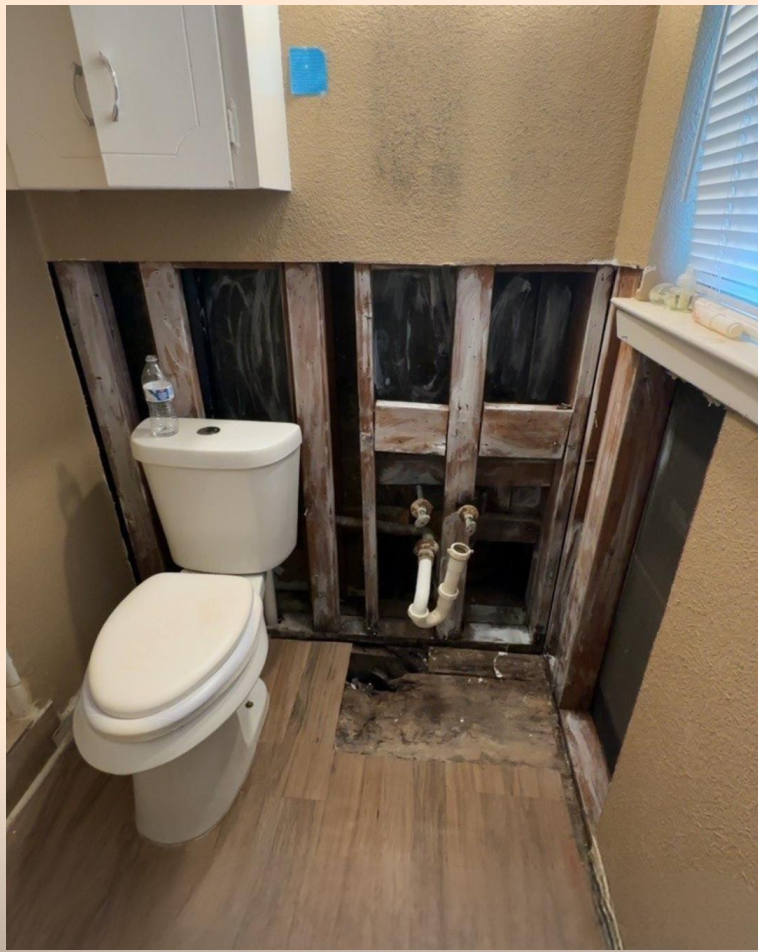


Microwave

Trash & Debris



Same property – “Move in Ready”

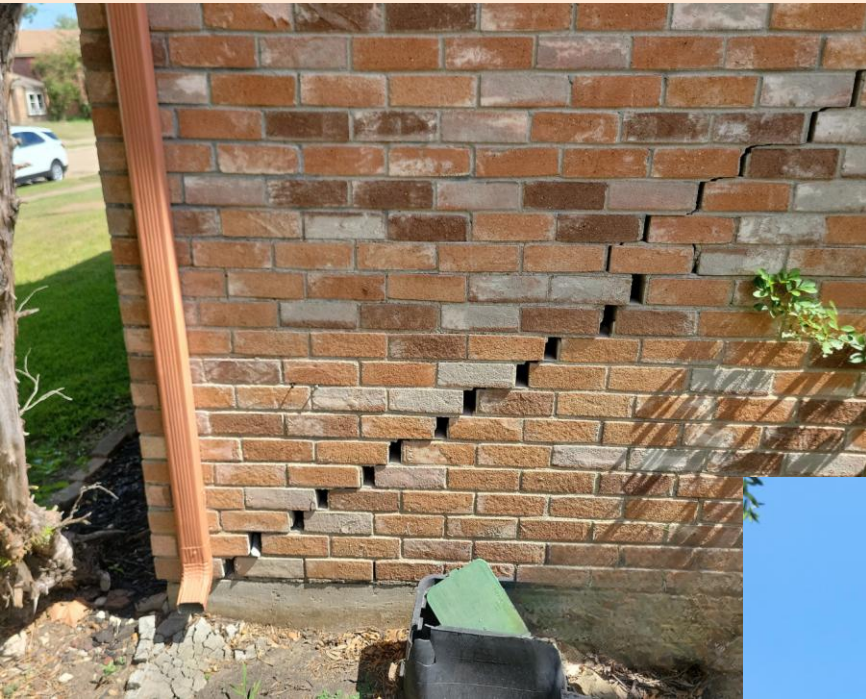


No wall or sink - Occupied

Damaged bathroom cabinet
- "Move in Ready"



Damaged & Leaking tile -
Occupied



Damage fascia –
Exposed framing



Wall cracking with
separation

Offset brick crack -
foundation





Missing garage ceiling - occupied

Interior peeling paint



Interior wall damage



Mesquite TX 75149
United States



← Mildew -
Occupied

Rusted/dirty water -
Occupied →



REQUESTING **INSPECTION**

- ❖ Inspection Checklist is available online
 - ❖ Please review prior to requesting an inspection.
- ❖ Property is not ready for inspection if:
 - ❖ ALL utilities are not on – ALL utilities must be on for an inspection to take place.
 - ❖ All A/C units (in summer) and all heating units (in winter) must be turned for the rental inspection.
 - ❖ Repairs are still being made – we will not inspect a house that has work crews on-site.
 - ❖ Home has not been cleaned – MOVE-IN READY.
- ❖ Please do not surprise our inspectors with your arrival to a vacant home. Make a note during scheduling that you will attend the inspection.

EXPECTATIONS FOR SUCCESS

- Cooperative Inspections
- Current Point of Contact
- Voluntary Compliance
 - Communication

QUESTIONS AND DISCUSSION

CONTACT US

Maria Martinez

Director of Neighborhood Services

mmartinez@cityofmesquite.com

Edith Gonzalez

RPL Office Administrator

972-329-8504

rco@cityofmesquite.com

egonzalez@cityofmesquite.com

Vernon Drake

*Manager of Property Maintenance
& Rental Inspections*

972-329-8360

vdrake@cityofmesquite.com

Veronica Estrada

*Sr. Admin Secretary
Neighborhood Services*

972-216-4129

vestrada@cityofmesquite.com