



# CITY OF AUSTIN

## Housing and Planning

1000 East 11th Street, Suite 200 | Austin, Texas 78702  
Phone: 512.974.3100

## Tenant Relocation Notice of Intent Certification Form

City of Austin Land Development Code Section 25-1-712 (*Tenant Notification Required*) requires that notice of submittal of a Demolition Permit or Building Permit that authorizes demolition for a multifamily structure of five or more occupied units; or a Site Plan Application, Change of Use Permit, or Zoning Application for an existing mobile home park or parcel zoned Mobile Home Residence (MH) District be provided to every single residential tenant household affected by the permit.

### Instructions

The notification must be on a form approved by the Director of Neighborhood Housing and Community Development Office and must be delivered to tenants by the following methods:

- Hand delivered with signed receipt from tenant, or
- Delivered via regular mail and registered, or certified mail with return receipt requested.

The notification must be received by all tenants entitled to such notice under City Code Section 25-1-712 at least 120 days (or 270 days for mobile home park tenants) before the application can be approved, or the zoning application can be considered for third reading by the Austin City Council.

### Notification Process

1. Applicant obtains the approved Tenant Notification and Information Packet (*Tenant Notification – Mobile Home or Tenant Notification – Multifamily*) from the City website: [austintexas.gov/page/tenant-relocation-assistance](http://austintexas.gov/page/tenant-relocation-assistance).
2. Applicant prepares, at his/her own expense and time, one notification for every address affected by the permit requiring tenant notification.
3. Applicant or applicant's representative sends notices to all tenant households affected by the permit by registered or certified mail, return receipt requested, or in person with signed receipt from tenant. If sent by registered or certified mail, notices should also be sent by regular postal mail to ensure that all tenant households receive the notice.
4. Applicant submits this certification, completed Rent Roll on page 2 of this form, and documentation of tenant notification (delivery receipts for certified mail or tenant signatures for hand delivery) to the Neighborhood Housing & Community Development Office. Applicant submits appropriate permit application to the Development Assistance Center at One Texas Center, 505 Barton Springs Road.
5. Commercial Demolition, Building, and Remodel Permits may be approved no sooner than 120 days after all affected tenants have received the required notification. Change of Use Permits and Site Plan Applications or Exemptions may be approved no sooner than 270 days after all affected tenants have received the required notification. Zoning applications may be considered for third reading by the City Council no sooner than 270 days after all affected tenants have received the required notification.
6. If the notice is not provided or is found to be noncompliant with City Code at any time, the application will be denied as incomplete and noncompliant with City Code. If the notification is found to be noncompliant after application approval has been granted, the Applicant is subject to a penalty of up to \$500 per unit for each day that the required notice was not provided.

### Certification – Notification Provided

**By signing and submitting this form you certify that you have provided the Tenant Notification required under City Code Section 25-1-712 in accordance with the requirements of that section. Failure to follow these instructions completely may result in application denial or enforcement action, including fines.** For questions about this certification, contact city staff.

I hereby certify that I have provided all tenant households entitled to notification under City Code Section 25-1-712 with the Tenant Notification and Information Packet, as required by City Code Section 25-1-712. I understand that any misrepresentation or failure to abide by the requirements of the Tenant Notification and Relocation Assistance Ordinance completely or fully may result in application denial or penalties of up to \$500 per day per residential unit.

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

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

\_\_\_\_\_  
*Date Notice Provided*

## Tenant Relocation Rent Roll Form

Applicants required to provide tenant notification under City Code section 25-1-712 (*Tenant Notification Required*) must also complete the following form by providing information on the tenant households that currently occupy residential units that would be affected by the application triggering the notification requirements. Add additional pages if necessary.

**To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)**

List the total number of currently occupied units that will be affected by the permit application: \_\_\_\_\_

List any languages other than English that are predominantly spoken by residents at the property:

\_\_\_\_\_

\_\_\_\_\_

Unit Number	Name of Lease Holder	Number of Other People on Lease	Number of Bedrooms in Unit

**SAVE Form**