



Additional Home Registration Form

Bldr/Remodeler # _____ Pg _____ of _____

Section 1A: Residential Construction Project Address

The home registration is: Initial registration Re-registration of a denied home Amending an existing registration
Street Address: _____

City: _____ Zip: _____ County: _____

Section 2A: Inspection Jurisdiction Information

Did construction on the above address begin on or after September 1, 2008? Yes No
Is the above address within a municipality? Yes No
If yes, did you obtain an inspection for the municipality? Yes No
The builder project number is: _____

Section 3A: Residential Construction Type and Date (Select Only One)

New Home Construction with Title Transfer

The builder owned the property during construction and titled transferred it On: ____/____/____; or

New Home Construction Without Title Transfer

The homeowner owned the property during construction and the earlier occurring event was:

Substantial Completion Certificate of Occupancy New Home Occupancy On: ____/____/____; or

Material Improvement or Interior Renovation – Material Improvement OR Interior Renovation

The homeowner owned the property during construction and the earlier occurring event was:

Substantial Completion Certificate of Occupancy On: ____/____/____.

Section 1B: Residential Construction Project Address

The home registration is: Initial registration Re-registration of a denied home Amending an existing registration
Street Address: _____

City: _____ Zip: _____ County: _____

Section 2B: Inspection Jurisdiction Information

Did construction on the above address begin on or after September 1, 2008? Yes No
Is the above address within a municipality? Yes No
If yes, did you obtain an inspection for the municipality? Yes No
The builder project number is: _____

Section 3B: Residential Construction Type and Date (Select Only One)

New Home Construction with Title Transfer

The builder owned the property during construction and titled transferred it On: ____/____/____; or

New Home Construction Without Title Transfer

The homeowner owned the property during construction and the earlier occurring event was:

Substantial Completion Certificate of Occupancy New Home Occupancy On: ____/____/____; or

Material Improvement or Interior Renovation – Material Improvement OR Interior Renovation

The homeowner owned the property during construction and the earlier occurring event was:

Substantial Completion Certificate of Occupancy On: ____/____/____.





Home Registration Form Instructions

Texas Property Code 426.003 requires a builder/remodeler register qualified residential construction projects using a commission-prescribed form and remitting the correct fees. Qualified projects include one and two-family (i) new construction, (ii) material improvements (alterations to living space) and (iii) interior renovations costing more than \$10,000.

The commission accepts two forms of home registration applications. A builder/remodeler must use either the commission's Home Registration Form or the online registration utility on the commission's Web site (www.texasrcc.org). Registration online is discounted.

The builder/remodeler is responsible for the quality and completeness of the information provided on a Home Registration Application. The builder/remodeler may be required to re-register homes containing errors, incomplete information or incorrect information.

Section 1: Registrant Information

The builder/remodeler must provide both (i) the legal name of the company as registered with the commission (not the dba) and (ii) the builder registration number. The commission is unable to register the homes without this information and rule 303.140(h) allows the application to be returned unregistered and all fees paid forfeited.

Section 2: Residential Construction Project Address

Provide the physical address (often called the 911 address) assigned by the city, county, EMS or United States Postal Service. Do not provide a lot and block subdivision description. Provide the county in which the home is located.

Section 3: Inspection Jurisdiction Information

The builder/remodeler must answer all four questions. Was the construction started on or after September 1, 2008? Yes or no? If yes, is the address within a municipality? Yes or no? Provide the builder project number assigned to the address. If the builder does not typically assign project numbers, the build can use the street address as the project number.

Section 4: Construction Type and Date

Select only **one** construction type.

- New home with a Title Transfer is a new one or two-family residence constructed on a lot owned by the builder during construction. Often these are called "spec homes."
- New home without title transfer is a new one or two-family residence constructed on a lot owned by the homeowner during construction. Often these homes are sold using a "one-time close."

- Material Improvement or Interior Renovation. "Material improvement" either increases or decreases the home's living space and modifies the home's foundation, perimeter walls, or roof. "Interior renovation" is remodeling work completed on the inside of a home costing more than \$10,000.

Timely filing of home registrations.

- Title transfers must be registered by the 15th day of the month following the month of title transfer.
- Any work on a homeowner's property, must be registered within the fifteen days of following the earlier occurring event:
 - Occupancy (new home only)
 - Substantial completion
 - Certificate of occupancy/completion

Notes on homes within the commission's jurisdiction:

- Duplexes built on one lot should be registered under one registration. Duplexes built on a two-lot plat should be registered separately. Town homes should be registered as individual single-family homes.
- "Custom Home" registrations can be built on either a builder-owned or homeowner-owned lots.
- None of the following projects will be registered: Multi-family units, condominiums, residences built on a condominium-platted lot, roofing-only jobs, exterior siding-only jobs and commercial buildings, including rental houses and duplexes.
- Material improvements made for a resale ("flipping") must be registered.
- New construction, such as that acquired for investment or constructed by developers, a buyout from a foreclosure or another builder or homeowner decides to sell rather than move in, must be registered by the seller and the seller must also register as a builder.

Section 5: Filing Fees

Online filing fees for home registration are discounted to \$25 per home. The commission Web site is www.texasrcc.org. The online registration option is located on the "Hot Links" file folder. From **Online Registration** select "Home Registration" listed under "Builder Options." On the home registration screen there is a utility to retrieve your logon information if you have forgotten it. If you choose to submit the paper registration form to the commission, the home registration fee is \$40 per home.

Projects submitted past the registration deadline must pay late filing fees in addition to the regular home registration filing fee. Late filing fees are an additional \$40 per home regardless of the registration method.

Builders/remodelers will be afforded an opportunity to complete incomplete home registrations. Commission Rule 303.5(i) provides fifteen (15) days to respond to inquiries for additional information. Failure to respond will result in denial of the home registration. A denied home registration is an unregistered home and could result in an administrative action.