

# CITY OF SAN ANTONIO ABSENTEE PROPERTY OWNER ORDINANCE OVERVIEW

## AS OF DECEMBER 2013

### **OVERVIEW**

On September 19, 2013, the San Antonio City Council passed the Absentee Property Owner Registration Ordinance (2013-09-19-0651). This ordinance requires all absentee property owners with two or more property maintenance violations within a 12-month period to register with the City for a period of two years. The ordinance is effective January 1, 2014.

An absentee property owner is a person with legal possession of a one-family or two-family (duplex) dwelling, who resides outside of Bexar County, Texas. Post Office Boxes are not accepted as proof of residency.

An absentee property owner is subject to the registration requirement when a second code violation is identified on the subject property within a 12-month period. Absentee property owners without code violations or with only one code violation per 12-month period are not affected.

Registration requirements for each subject property include completion of the Absentee Property Owner Application, payment of a \$50.00 registration fee annually for at least two years, and designation of a local property manager or agent, who resides in Bexar County. Registered absentee property owners who remain violation-free for two years will no longer be required to register with the City.

### **FOR PROPERTY OWNERS**

#### **Know if you are an absentee property owner**

- Do you own property within San Antonio City limits?
- Do you live outside of Bexar County, Texas?

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#### **Learn about the San Antonio Property Maintenance Code (SAPMC); and vacant building securing and lot clearance codes**

View the SAPMC at the following web address or visit a City of San Antonio library branch.

[www.sanantonio.gov/ces/PDF/SAPMC\\_%20for%20Web\\_Secure.pdf](http://www.sanantonio.gov/ces/PDF/SAPMC_%20for%20Web_Secure.pdf)

See also [www.municode.com](http://www.municode.com) for access to City Code Chapter 6-172, requirements related to the securing of vacant structures, and Chapter 14 Article VII, requirements for lot clearance.

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#### **Keep your property free of property maintenance violations**

Avoid the most common code violations by keeping your yard free of trash, debris, overgrown weeds, and items not made to be stored outside. Keep all vacant structures secure from entry. Be proactive.

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#### **Learn how to register as an absentee property owner**

- Complete application and submit with \$50.00 annual registration fee.
- Designate a local property manager who lives within Bexar County, Texas.

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#### **Provide the City written notice whenever there is a change in ownership or contact information**

### **FOR LOCAL AGENTS**

#### **Learn about the San Antonio Property Maintenance Code (SAPMC); and vacant building securing and lot clearance codes**

View the SAPMC at the following web address or visit a City of San Antonio library branch.

[www.sanantonio.gov/ces/PDF/SAPMC\\_%20for%20Web\\_Secure.pdf](http://www.sanantonio.gov/ces/PDF/SAPMC_%20for%20Web_Secure.pdf)

See also [www.municode.com](http://www.municode.com) for access to City Code Chapter 6-172, requirements related to the securing of vacant structures, and Chapter 14 Article VII, requirements for lot clearance.

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#### **Keep your assigned property free of property maintenance violations**

Avoid the most common code violations by keeping your yard free of trash, debris, overgrown weeds, and items not made to be stored outside. Keep all vacant structures secure from entry. Be proactive.

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#### **Know who your assigned area code officer is**

View current assignments by visiting the web at [www.sanantonio.gov/ces](http://www.sanantonio.gov/ces) or call 210-207-8237.

#### **Key Ordinance Provisions**

- Absentee property owners own property in San Antonio, but live outside Bexar County
- Only those absentee property owners with multiple property maintenance violations within a 12-month period are subject to registration requirement
- Registration is for a minimum of two years
- Annual registration fee is \$50
- A local agent or property manager, living within Bexar County, must be designated