



DEVELOPMENT SERVICES

Absentee Property Owner Application Form Completion / Submission Instructions

1. Complete all required fields, including the notarized Affidavit section. Fields in the Affidavit section must be completed by hand, in the presence of a Notary Public, and requires the notary seal for the application to be considered complete and valid.
2. If property is co-owned by two or more individuals or entities, the Owner 2 information is also required. Information for additional owners, beyond the two listed on the application, should contain all the same information that was required for the listed owners, and should be attached to your application when mailed. Indicate the inclusion of any additional owner information documents by checking the appropriate box at the bottom of the Owner(s) Information section. The notarized Affidavit is only required of and pertains to the Individual listed as Owner 1 on the application.
3. Mail your completed and notarized application, along with a \$1,000.00 Two-year Registration fee (check or money order only), to the address listed below. Ensure that your check or money order is made **payable to "City of San Antonio"**. Include any additional owner information pages in your mailing, if applicable.

Development Services Department
1901 S Alamo St.
San Antonio, TX 78204

4. Refer to the San Antonio City Code, **Chapter 6, Article III: Absentee Property Owner Registration**. The stated requirement to keep all Ownership and Local Contact information current and updated, in case of any changes, must be complied with to maintain the validity of your application. More information, if needed, is available by phoning (210) 207-8517 during normal weekday business hours.