



**TECHNICAL BULLETIN**  
**Planning & Development Services**  
**Building Inspections Division**

**TOPIC: Model Home/Sales Office Conversion Agreement**

The City of Arlington provides a mechanism for the construction of a single-family residence to be utilized as a model home and/or a sales office on a temporary basis. As such, the model home and/or a sales office may be constructed without satisfying all of the requirements for a single-family residence. This Technical Bulletin explains that process.

**CONVERSION AGREEMENT  
PROCEDURE**

1. A Conversion Agreement form may be obtained from the Building Inspections Department.
2. Builder and City designee must complete and notarize the agreement.
3. Builder must deliver the completed form to the Tarrant County Courthouse to be filed and recorded.
4. After the form is recorded, the Builder must return the form showing volume and page to the Building Inspections Department. (This should be done well in advance of requesting a final inspection).
5. After the form is returned to Building Inspections, you may request a final inspection. Utilities will be released with the approval of the final inspection.

**RELEASE OF CONVERSION  
AGREEMENT**

1. Prior to the sale of the house, the builder must correct the garage, sidewalk/approach, fencing, landscaping as applicable in accordance with the terms of the Conversion Agreement.
2. A building permit is required to proceed with the work necessary and then request the appropriate inspections.
3. After inspections are completed and approved, the Conversion Agreement release form will be completed by the Building Inspections Department and returned to the Builder. (Building Inspections is the only party's signature required to be on the release form).
4. The Builder must deliver the release agreement form to the Tarrant County Courthouse to be filed and recorded.

**THE STATE OF TEXAS        §        AGREEMENT TO DELAY CONSTRUCTION OF CITY  
   §        SIDEWALKS, DRIVEWAY & APPROACH, AND/OR  
COUNTY OF TARRANT     §        TO CONVERT GARAGE TO SALES OFFICE**

**THIS AGREEMENT** is made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the City of Arlington, a Texas Municipal Corporation (hereinafter referred to as "CITY") and \_\_\_\_\_ (Hereinafter referred to as "BUILDER")

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**RECITALS**

**WHEREAS,** Builder desires to temporarily use this residence as a model home/sales office, such temporary use being located at:  
Address \_\_\_\_\_ on Lot \_\_\_\_\_  
Block \_\_\_\_\_ Addition \_\_\_\_\_ to the City of Arlington.

**WHEREAS,** The CITY and BUILDER desire to enter into this Agreement setting out the conditions for temporary use of a residential house as a (model home/sales office) and the installation and/or deletion of improvements required by City Ordinance of the temporary (model home/sales office), for mutual consideration. Prior to release of this agreement the builder agrees that the temporary modifications made to this building site will be restored or corrected to comply with City Ordinance as follows:

**I**

The driveway approach and sidewalks must be properly installed as required by the CITY.  
(Staff only: Drive approach inspected and approved...Yes/No Date \_\_\_\_\_ by \_\_\_\_\_)

**II**

The driveway must be properly installed as required by City Ordinance.

**III**

Any fencing or landscaping which is in violation of any City Ordinance will be removed or relocated as required by City Ordinance.

**IV**

For the duration of time the structure is used as a Model Home/Sales Office, the facility must be Accessible to the handicapped.

**V**

All violations of current and adopted Building, Energy, Mechanical, Electrical, and Plumbing Codes will be corrected.

**Upon the execution of the Agreement** by both parties hereto, BUILDER shall cause same to be **filed** of record in the Deed Records of Tarrant County, Texas. BUILDER shall thereafter return a file-stamped copy of said Agreement to CITY. Upon receipt of a file-stamped copy of the Agreement, CITY shall release the final inspection of the premises described herein to the utility companies.

**WHEREAS,** The use of any gender includes the other genders, and the use of either the singular or the plural includes the other.

**WHEREAS,** BUILDER agrees to notify CITY at the time the temporary model home/sales office is discontinued and the site is modified to comply with this agreement. Prior to the sale and closing of the property BUILDER or Title Company will obtain a release instrument prepared by the City of Arlington and designated as Exhibit "A". This instrument shall be filed with Tarrant County Deed of Records Department.

**WHEREAS,** This agreement shall be binding on and shall inure to the benefit of successors and assigns of the parties thereto.

**WHEREAS,** This agreement shall be governed and construed under and in accordance with the laws of the State of Texas.

**EXECUTED** the day and year first above written.

**City of Arlington**

**Builder**

**BY:**\_\_\_\_\_

**BY:**\_\_\_\_\_

**TITLE:**\_\_\_\_\_

NOTE: Complete appropriate acknowledgement only

**THE STATE OF TEXAS       §**

**COUNTY OF TARRANT       §**

BEFORE ME, the undersigned authority, on this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be a credible person and one of the signers of the foregoing certification, and who, after being by me duly sworn, did upon his/her oath, state that the information contained in such application is true and correct to the best of his/her knowledge and belief.

**Notary Seal:**

\_\_\_\_\_  
**Notary Public in and for the State of Texas**

Texas Penal Code Section 37.10 states; that a person commits a Class A misdemeanor if they knowingly make false entries in, or false alteration of, a governmental record or makes, presents or uses any record document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record.

**THE STATE OF TEXAS       §**

**COUNTY OF TARRANT       §**

BEFORE ME, the undersigned authority, on this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be a credible person and one of the signers of the foregoing certification, and who, after being by me duly sworn, did upon his/her oath, state that the information contained in such application is true and correct to the best of his/her knowledge and belief.

**Notary Seal:**

\_\_\_\_\_  
**Notary Public in and for the State of Texas**

Texas Penal Code Section 37.10 states; that a person commits a Class A misdemeanor if they knowingly make false entries in, or false alteration of, a governmental record or makes, presents or uses any record document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record.

**THE STATE OF TEXAS       §**

**COUNTY OF TARRANT       §**

BEFORE ME, the undersigned authority, on this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be a credible person and one of the signers of the foregoing certification, and who, after being by me duly sworn, did upon his/her oath, state that the information contained in such application is true and correct to the best of his/her knowledge and belief.

**Notary Seal:**

\_\_\_\_\_  
**Notary Public in and for the State of Texas**

Texas Penal Code Section 37.10 states; that a person commits a Class A misdemeanor if they knowingly make false entries in, or false alteration of, a governmental record or makes, presents or uses any record document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record.

**THE STATE OF TEXAS       §**

**COUNTY OF TARRANT       §**

Pursuant to a Conversion Agreement ("Agreement") entered into between the City of Arlington ("CITY") and \_\_\_\_\_ ("BUILDER"), on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City has inspected the re-conversion of the Property known as Lot\_\_\_\_, Block\_\_\_\_, Addition\_\_\_\_\_.

The re-conversion meets all of the standards set out in the Agreement between the parties; and, by execution of this release, the CITY acknowledges that the re-conversion satisfies all applicable ordinances and regulations. The CITY accepts the property and releases BUILDER from all claims that may have occurred, prior to the date hereof, with respect to the use by BUILDER of the premises as a sales office.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF ARLINGTON

BY:\_\_\_\_\_

**THE STATE OF TEXAS       §**

**COUNTY OF TARRANT       §**

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of the City of Arlington, Texas, a Texas Municipal Corporation, on behalf of said City.

\_\_\_\_\_  
Notary Public, State of Texas