

## PROCEDURES FOR RENTAL PROPERTY

### STEPS TO FOLLOW FOR RENTAL PROPERTY.

**Step #1.** Complete the Rental Property Application. This form should be filled out by the **PROPERTY OWNER** or **AGENT** representing the Property Owner. The application can be found in the office of the **COMMUNITY DEVELOPMENT DEPARTMENT** at the City Hall located at 304 Highway 51.

**Step #2.** Call Entergy (electric company) @ #1-800-Entergy (#1-800-368-3749). The rental property account **MUST** be put in the Property Owner's Name first.

**Step #3.** When the electricity has been turned on to the rental property and you are ready for the inspection of the property you will need to call the **CITY OF RIDGELAND COMMUNITY DEVELOPMENT DEPARTMENT @ #601-856-3877** and ask for an inspection.

If you call for the inspection in the morning, the inspection will be done that afternoon of the same day; and if you call for the inspection in the afternoon, the inspection will be performed the following morning.

**Step #4.** If the rental property inspection should **FAIL** the inspector will leave a list of corrections on the kitchen countertop. You will need to make all corrections and call #601-856-3877 to schedule a follow-up inspection.

**Step #5.** Once the rental property has passed its inspection it is the **RESPONSIBILITY** of the **LANDLORD** to notify the **TENANT** to call Entergy @ #1-800-Entergy (#1-800-368-3749) to make application for power.

It is then the responsibility of the Tenant to call the Community Development Department with this information. (Entergy should notify the tenant of this procedure).

All clearances are faxed to Entergy every afternoon at or around 4:00 P.M.

**Step #6.** The cost of the Rental Inspection is \$50.00. If upon failing the inspection, a \$50.00 re-inspection fee will be assessed and must be paid before the inspector goes out.

**IF YOU SHOULD HAVE ANY QUESTIONS PLEASE CONTACT OUR OFFICE @ #601-856-3877 OR FAX @ #601-853-2030.**

City of Ridgeland

Application for Inspection of Rental Property

Date \_\_\_\_\_

Name and address of the Owner \_\_\_\_\_  
\_\_\_\_\_

Phone# \_\_\_\_\_

Name and Address of the Tenant \_\_\_\_\_  
\_\_\_\_\_

Phone# \_\_\_\_\_

Address of the Property \_\_\_\_\_  
\_\_\_\_\_

Check One

1. Single Family Residential

Owner Occupied \_\_\_\_\_

Tenant Occupied \_\_\_\_\_

2. Multifamily Town Houses and Condos

Owner Occupied \_\_\_\_\_

Tenant Occupied \_\_\_\_\_

3. Mobile Homes

Owner Occupied in MHP \_\_\_\_\_

Tenant Occupied in MHP \_\_\_\_\_

Owner Occupied \_\_\_\_\_

Utility Inspection

Gas \_\_\_\_\_

Electric \_\_\_\_\_

Owner Signature \_\_\_\_\_

Occupant Signature \_\_\_\_\_

Inspection Cost \_\_\_\_\_