

City of Ridgeland  
Application for Inspection of Rental Property

DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER NAME AND ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

MANAGING AGENT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

TENANT NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PROCEDURES TO FOLLOW FOR RENTAL PROPERTY

- Step #1. Complete the Rental Property Application. This form should be filled out by the PROPERTY OWNER or MANAGING 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 @ 1-800-Entergy (1-800-368-3749). The rental property account MUST be put in the Property Owner or Managing Agent's name first.
- Step #3. Contact the City of Ridgeland Water Billing Department (601-856-3938, 304 Highway 51) and have the water turned on.
- Step #4. When the electricity and water 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 #5. 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 #6. 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 #7. 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 OR BY EMAIL: LESLY.BARTHEL@RIDGELANDMS.ORG