



City of Ridgeland

Application for Inspection of Rental Property

DATE _____

PROPERTY ADDRESS _____

OWNER NAME _____

OWNER ADDRESS _____

PHONE NUMBER(S) _____

E-MAIL _____

MANAGING AGENT NAME _____

AGENT PHONE NUMBER(S) _____

AGENT E-MAIL _____

TENANT NAME _____

TENANT PHONE NUMBER _____

TENANT E-MAIL _____

OWNER SIGNATURE _____

PROCEDURES TO FOLLOW FOR INSPECTION OF RENTAL PROPERTY:

- 1) Complete this application. It must be filled out by the property owner or managing agent representing the owner.
- 2) Call Entergy at 1-800-Entergy (1-800-368-3749). The rental property account must be in the name of either the property owner or the managing agent.
- 3) Contact the City of Ridgeland Utility Billing Department and have the water turned on. Call 601-856-3938, email UtilityBilling@RidgelandMS.org, or drop by the Utility Billing Office at 304 Highway 51.
- 4) When the electricity and water have been turned on, the property may be inspected. Please call the City of Ridgeland Community Development Department at 601-856-3877 to request an inspection.
- 5) If the rental property fails inspection, the inspector will leave the list of corrections on the kitchen countertop. Make the corrections and call 601-856-3877 to schedule a follow-up inspection.
- 6) Once the rental property has passed inspection, it is the responsibility of the landlord to notify the tenant to call Entergy to make application for power. It is then the responsibility of the tenant to call the Community Development Department with this information.
- 7) The cost for rental inspection is \$50. If the first inspection fails, a \$50 re-inspection fee will be assessed and must be paid before the inspection.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT OFFICE AT 601-856-3877 OR EMAIL BRIDGETTE.SMITH@RIDGELANDMS.ORG.