



**City of Ridgeland  
Application for Rental License**

Date: \_\_\_\_\_

**Property Information**

Single Family House

Duplex

Townhouse

Multi-Family

Rental Property Address: \_\_\_\_\_  
(One Residential Rental Property per Application)

**Owner Information**

Individual

LLC, Corporation, Partnership\*  
(\*list all owners below)

Other: \_\_\_\_\_  
(describe)

Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

(if more than 2 owners, attach additional ownership information to this form)

**Operator / Owner's Agent / Management Company Information (if Applicable)**

Individual Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Occupant Information (authorized to reside at the Residential Rental Property)**

Occupant Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If more than 6 tenants, attach additional tenant information to this form. Only tenants listed on the lease should be included in this list. The City of Ridgeland reserves the right to review a lease agreement in order to verify information that may be unclear or disputed. It shall be unlawful for an Owner to update a Rental License Application for the purposes of transferring occupancy and/or utilities to a roommate unless said roommate has been on the application on file for the same unit with the City of Ridgeland for more than 6 months prior to the updated application.)

**Residential Rental Property Assurance**

All persons or companies that own single family dwellings, two family dwellings, townhomes, other residential rental property, or Multi-Family Rental Property for the purpose of rent or lease in the City of Ridgeland, shall provide financial assurance in order to be permitted to rent or lease residential rental property in the City of Ridgeland.

Single Family House, Duplex Unit, or Townhouse ..... \$15,000  
Multi-Family ..... \$1000 per dwelling unit, not to exceed \$50,000 total

**Policies and Procedures to Follow For Inspection of Rental Property**

1. Application must be filled out by the property owner, operator, owners agent or management company representing the owner. A \$50 Application Fee is required to be submitted with the Application.
2. Call 1-800-Entergy (1-800-368-3749) to establish service. **THE ELECTRIC SERVICE MUST BE IN THE OWNER OR OWNER’S AGENT’S NAME PRIOR TO THE RENTAL INSPECTION.**
3. Call the City of Ridgeland Utility Billing Department (601) 856-3938 to establish the water service or email [UtilityBilling@RidgelandMS.org](mailto:UtilityBilling@RidgelandMS.org), or come to the Utility Office at 100 West School Street. **THE WATER SEVICE MUST BE ON IN THE OWNER OR OWNER’S AGENT’S NAME PRIOR TO THE RENTAL INSPECTION.**
4. Please call the City of Ridgeland Community Development Division (601) 856-3877 to request the rental inspection. **THE TENANT OR PROSPECTIVE TENANT CANNOT MOVE INTO THE PROPERTY UNTIL THE RESIDENTIAL RENTAL PROPERTY PASSES INSPECTION. THIS INCLUDES ANY AND ALL PERSONAL ITEMS, FURNISHINGS, ETC.** Refer to Section 113.6 of the Residential Rental Inspection Code of the City of Ridgeland for information relating to occupied inspections.
5. Each unit must pass inspection every time the unit is vacated and prior to re-occupancy by another Tenant. Each inspection and re-inspection shall be subject to the payment of \$50 inspection fee in advance of the 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 their power. It is then the **RESPONSIBILITY OF THE TENANT** to call the Community Development Division with their Entergy account information (601) 856-3877.
7. After the rental property passes inspection, the water and electric service must be put into the tenant’s name, within 5 days of the resident taking possession.
8. A complete copy of the Residential Rental Inspection Code of the City of Ridgeland may be obtained from the Community Development Division of the City of Ridgeland located at 100 West School Street, Ridgeland, MS 39157, or by downloading a copy from our website at: <http://www.ridgelandms.org/ordinances-and-codes/>

If you have any questions, please contact the Community Development Division at (601) 856-3877 or email at [inspections@ridgelandms.org](mailto:inspections@ridgelandms.org).

Owner/Operator/Owner’s Agent Signature: \_\_\_\_\_

For Community Development Office Use Only:		
Application Fee attached	Application Complete	Reviewed by: _____
Bond Attached	Rent Roll attached (Multi-Family)	Date: _____