



City of Ridgeland

Application for Inspection of Rental Property

DATE _____

PROPERTY ADDRESS _____

OWNER NAME OR AGENT _____

OWNER ADDRESS _____

PHONE NUMBER & EMAIL _____

TENANT(S) NAME _____

TENANT PHONE NUMBER _____

TENANT E-MAIL _____

OWNER SIGNATURE _____

DOES THE PROPERTY CURRENTLY HAVE HOMESTEAD EXEMPTION? YES ____ or NO ____

✓ **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) to establish service. **THE ELECTRIC SERVICE WITH ENTERGY MUST BE ON IN THE OWNER OR AGENTS NAME PRIOR TO THE RENTAL INSPECTION.**
- 3) Contact the City of Ridgeland Utility Billing Department (601)856-3938 to establish the water service or email them at UtilityBilling@RidgelandMS.org, or drop by the Utility Billing Office at 304 Highway 51. **THE WATER SERVICE MUST BE ON IN THE OWNER OR AGENTS NAME PRIOR TO THE RENTAL INSPECTION.**
- 4) Please call the City of Ridgeland Community Development Department at 601-856-3877 to request the rental inspection. **THE PROSPECTIVE TENANT CAN NOT MOVE INTO THE PROPERTY UNTIL THE RENTAL INSPECTION IS COMPLETED AND HAS PASSED.**
- 5) If the rental property fails the inspection, a \$50.00 reinspection fee is assessed and must be paid prior to the reinspection of the property. The inspector will leave the list of corrections on the kitchen countertop. Make the corrections or repairs and call our office, 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 their power. It is then the RESPONSIBILITY OF THE TENANT to call the Community Development Department with their Entergy account information (601)856-3877.**

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