

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 at 304 Hwy 51.

Step #2. Call Entergy @ 1-800-Entergy (1-800-368-3749). The rental property account MUST be in the Property Owner or Managing Agent's name first.

Step #3. Contact the City of Ridgeland Water Billing Department (601-856-3938, 304 Hwy 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.

Step #5. If the rental property inspection should FAIL the inspector will leave the list of corrections on the kitchen countertop. You will need to make the 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: BRIDGETTE.SMITH@RIDGELANDMS.ORG