



**CITY OF MADISON  
BUILDING & PERMITS DEPARTMENT**

1239 Highway 51 N  
Madison, MS 39110

Office: 601-856-6336  
Fax: 601-856-2870

**RENTAL INSPECTION AND  
PROPERTY LICENSING APPLICATION**

License No. \_\_\_\_\_  
Rental Property Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_  
Tenant(s) \_\_\_\_\_ Tenant(s) Telephone \_\_\_\_\_  
Property Owner(s) \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

List ALL other Rental Property, if any, that you have ownership interest in that are located in the City of Madison, including property owned by a different and/or separate LLC or business listed on this application.

Other Rental Property Street Address \_\_\_\_\_  
*[attach an additional sheet of paper if necessary]*

**Registered Agent of Property (if different from Owner)**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_  
Zone Use \_\_\_\_\_ Square Footage \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_  
Number of Baths \_\_\_\_\_ Number of Residents \_\_\_\_\_

LICENSING FEE: \$200.00

- A rental license shall be valid for a period of one (1) year from its issuance date.
- An application for renewal may be filed within thirty (30) days prior to expiration.
- The owner shall post a bond or letter of credit as surety with the application for any future correction orders issued by the Building Official pursuant to RIPLA. The amount

of surety required shall be equal to the number of dwelling units multiplied by fifteen thousand (\$15,000.00) each.

- Bond type: Surety\_\_\_\_\_ Letter of Credit\_\_\_\_\_

Updates: If, subsequent to the issuance of a Rental License, the dwelling for which such Rental License was modified with the effect of adding or removing dwelling units, such Rental License shall be updated within thirty (30) days after such modifications to reflect the new number of dwelling units.

**RENTAL INSPECTION AND PROPERTY LICENSING APPLICATION  
TENANT INFORMATION**

TYPE:  Initial Tenant Lease date: \_\_\_\_\_

Change of Tenant Lease date: \_\_\_\_\_

License No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Rental Property Street Address: \_\_\_\_\_

**REQUIRED: TENANTS (s):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Inspection:

Completed (check if completed) Date: \_\_\_\_\_ By: (initial) \_\_\_\_\_

**CERTIFIED STATEMENT:**

All Statements provided in this application must be truthful. Subject to criminal penalties for filing out an application untruthfully.

**CERTIFICATION AND AGREEMENT**

Application is hereby made for an inspection to determine if the existing residential structure is in compliance with the codes and ordinances adopted by the City of Madison. I hereby certify that I have read this application and that all information contained herein is true and correct, and that I am the owner or authorized to act as the owner’s agent for this property. I have been provided with the opportunity to review the City’s Rental and Property Licensing Act before signing this Application. I agree to the terms and obligations of said Act and agree to incorporate the terms thereof into any lease of the premises.

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

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner or Authorized Agent

STATE OF MISSISSIPPI  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the jurisdiction aforesaid, the within named \_\_\_\_\_, who being first duly sworn, stated on his/her oath that the matters and facts contained and set forth in the above and foregoing Application are true and correct as therein stated to the best of his/her knowledge and belief.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

CITY OF MADISON, MISSISSIPPI

\$15,000 BOND NO. \_\_\_\_\_ CITY NO. \_\_\_\_\_

KNOWN ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_ Principal, who have home office or place of resident is \_\_\_\_\_ in the State of \_\_\_\_\_, and \_\_\_\_\_ a surety Company domiciled at \_\_\_\_\_, In the State of \_\_\_\_\_, but authorized to do business in the State of Mississippi, under the laws there of, as surety, are held and firmly bound unto the City of Madison, Mississippi, municipal corporation, in the penal sum of Fifteen Thousand Dollars (\$15,000), lawful money of the United States of America, to be paid to it, for which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally by these presents.

The conditions of this bond are such, that the said \_\_\_\_\_, Principal, has been granted a permit or license by the said City of Madison to own, operate, manage or maintain a rental unit within the City, under these rules, regulations and ordinances adopted by the Council of said city and in force and effect and under the applicable laws of the State of Mississippi.

Now, therefore, if the above bound principal shall faithfully perform all work and fulfill all obligations under the said license strictly in accordance with the terms thereof, and with the rules and regulations and ordinances of the City of Madison and the laws of the State of Mississippi, and shall further pay to the City of Madison all sums owing for each and every violation of any of the provisions of said permit and the rules and regulations and ordinances of the City of Madison and of the laws of the State of Mississippi pertaining to such rental unit or required under any permit issued to said principal under said license and, in addition thereto, shall indemnify and save harmless the City of Madison, its officers and agents from any and all claims, damages, suits, actions or causes of action arising from or growing out of any act done in violation of the said permit and the rules, regulations, ordinances and laws, then this obligation shall be null and void; otherwise to remain in full force and effect.

It is agreed and understood, however, that the said contractor shall be given fifteen (15) days notice of any violation for which damages above provided for should be paid, within which fifteen (15) days the said principal would have opportunity to make the necessary correction, and upon his failure to do so demand will be made for payment of the damages hereinabove provided for.

It is further provided that this bond may be cancelled by the surety upon written notice of cancellation delivered to the Director of the Building Department, provided, however, that such cancellation shall not affect any liability which has theretofore become fixed and shall not affect permits theretofore granted, the work under which has not been completed.

WITNESS the signatures of the said principal and the surety on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Principal)

By: \_\_\_\_\_  
(Official Title)

(Seal)

\_\_\_\_\_  
(Surety)

By: \_\_\_\_\_  
(Attorney-in-fact)

Approved: \_\_\_\_\_  
(Building Official)