



CITY OF MADISON

1004 Madison Avenue
Madison, Mississippi 39110

Office: 601-856-7116
Fax: 601-853-4766

APPLICATION CHECKLIST AND FEE SCHEDULE

Applicant must submit the following information:

- _____ Completed Application
- _____ Application Fee of \$500.00
- _____ Original Bond or Letter of Credit in the amount of \$25,000.00
- _____ Copy of the Property Deed
- _____ If property is titled in the name of a corporation or partnership, documentation confirming Applicant's ownership in the corporation or partnership
- _____ New Tenant Application (Required if Change of Tenant)
- _____ Letter from Home Owners Association

Fee Schedule

Application/License Fee	\$500.00
Bond or Letter of Credit	\$25,000.00
Fine for Failing to Show at First Scheduled Inspection	\$250.00
Fine for Failing to Show at Second Scheduled Inspection	\$500.00
Fee for Second Inspection	\$250.00
Fee for Third and any Subsequent Inspection	\$500.00
New Tenant Application/License Fee	\$250.00



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**RENTAL INSPECTION
AND PROPERTY LICENSING APPLICATION**

License No.: _____ (assigned by City)
Check Number: _____

Bond Number: _____
Letter of Credit Expiration: _____

Applicant must complete the following information and attach copy of the Deed showing ownership of property. A Rental License shall expire one (1) year after the issue date, or upon termination of the rental agreement or lease governing the Rental Unit, whichever occurs first. Applicant is responsible for notifying the City of the expiration of a lease agreement or a change in tenant(s). A Renewal Application may be submitted thirty (30) days in advance of the license expiration. Applicant must include a bond or letter of credit specific to the property as surety for any future correction orders issued by the Building Official. An inspection will not be scheduled until the City receives a complete Application.

PROPERTY INFORMATION

Rental Property Street Address: _____ Subdivision: _____
Subdivision Covenants (Y/N): _____ Property Zoning: _____ Square Footage: _____
Number of Bedrooms: _____ Number of Baths: _____ Number of Residents: _____

OWNER INFORMATION

If the property is owned by a corporation or partnership, documentation confirming Applicant's ownership in the corporation or partnership must also be provided.

Property Owner(s): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Email: _____

List ALL other Rental Property in the City of Madison, 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. (attach an additional sheet, if necessary)

Rental Property Street Address: _____
Rental Property Street Address: _____
Rental Property Street Address: _____
Rental Property Street Address: _____
Rental Property Street Address: _____

REGISTERED AGENT

Registered Agent must be local and available to accept documents on behalf of the property owner(s).

Agent Name(s) (may be property owner): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

TENANT INFORMATION

Tenant Information of all tenants residing at the property: (attach an additional sheet, if necessary)

Tenant(s): _____ Telephone (if over 18): _____

Tenant(s): _____ Telephone (if over 18): _____

Tenant(s): _____ Telephone (if over 18): _____

Tenant(s): _____ Telephone (if over 18): _____

Tenant(s): _____ Telephone (if over 18): _____

In signing below, Applicant acknowledges that he/she has reviewed the City's Rental Property and Licensing Ordinance governing the licensing of rental property in the City of Madison, and understands that he/she is responsible for compliance with the terms contained therein, including any applicable fines and fees. Applicant further acknowledges that he/she is authorized to submit this Application, that all information contained herein is true and accurate. Applicant acknowledges that he/she is responsible for complying with the applicable codes and ordinances of the City, to including without limitation, the International Building Code and the International Property Maintenance Code, and agrees to incorporate the terms into any lease of the premises identified in this Application. Applicant understands that the property must pass an inspection to obtain a Rental License.

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 her/her knowledge and belief.

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

Notary Public

My commission expires:

FOR OFFICE USE:

Application Received by City: _____ Inspector: _____
Date of Inspection: _____ Pass/Fail: _____ Date of Reinspection: _____ Pass/Fail: _____

CITY OF MADISON, MISSISSIPPI

\$25,000 BOND NO. _____ CITY NO. _____

Type of Bond /Property _____

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 Twenty Five Thousand Dollars (\$25,000), 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