

City of Horn Lake

Residential Rental Property Instructions

1. An owner can register multiple properties in a single application. The application has been separated into 2 parts. The first part is the, owner & agent information, and you need only complete this one time. The second part is the property & tenant information. You can file up to 4 properties on each sheet. Attach as many sheets a necessary to list all your residential rental properties and include it with your owner & agent information.
2. Once you have completed the application it may be submitted to Linda Shelton in the police department at 3101 Goodman Road, Horn Lake, MS 38637.
3. A check for \$50.00 must accompany each residential rental property being registered. You may submit one check for all properties you are registering.
4. The owner or property agent will be provided with a copy of the primary inspection guide once the application is received and accepted as complete.
5. A copy of the residential rental ordinance can be obtained from this website or you may request a copy upon submission of your application.
6. Once your application has been processed the rental property inspector will contact you to schedule an inspection of the property.
7. If the property does not meet inspection, the rental property inspector will advise the owner or property owner of the corrections that need to be made and once those corrections have been made a re-inspection will be completed.
8. If the property meets all requirements of the inspection, the rental property inspector will file his inspection report and a certificate of occupancy will be issued for the rental property.
 - a) Under the provisions of the ordinance residential rental property may qualify for the following designations based on the inspection.
 1. Class A – The property will not require inspection again for 3 years.
 2. Class B – The property will not require inspection again for 2 years.
 3. Class C – The property will not require inspection again for 1 year.
 - b) Each property registration is required to be renewed annually regardless of the inspection rating the property receives.