

RENTAL HOUSING REGISTRATION APPLICATION

**HORN LAKE POLICE DEPARTMENT
CODE ENFORCEMENT DIVISION
3101 GOODMAN ROAD
HORN LAKE, MS 38637
662-393-6174**

THE FOLLOWING MUST BE INCLUDED:

Completed application with all information printed, typed or circled as appropriate. Signatures must be original.

Registration Fee: \$50.00 Renewal Fee: \$50.00 Late Fee: \$10.00

TYPE OF APPLICATION: (Check all that apply) **NEW** **Renewal**

Change in: **Property owner information** **Managing operator information** **Renter Information**

Section 1. Property Owner's Information

Property owner name: _____ Contact No. _____

Physical address (no p.o. boxes) _____ Cell Phone: _____

D.O.B. _____ DL#: _____ Tax ID (if applicable) _____

Email Address: _____

Names and contact numbers of any additional partners or property agent must be disclosed or if the owner is a corporation, this information must be provided as well.

Name, address and phone number of the person who shall have control over the log as required by this ordinance. _____

All registered property owners shall maintain a current record/log containing the name(s) and age(s) of each and every occupant of a leased rental property along with the correct corresponding address for each residential rental property. Separate records shall be required for each residential rental property owned by such property owner. The record/log shall be maintained by the property owner or their agent. Within forty-eight (48) hours of the request of the rental housing inspector to view the record/log, the property owner or agent shall produce such record/log for inspection.

Section 2. Property Agent (if applicable)

If there is a property agent for the property other than the owner provide that information in this section. **If a property agent will be designated that is other than the owner of the property and this application is not filled**

out by the owner, then a letter from the owner must accompany this application authorizing the agent to act on behalf of the owner for the rental property. If the owner serves as the property agent then this section may be skipped.

Agent's Name: _____ Cell #: _____ Fax #: _____

Address: _____

Email Address: _____

Section 3. Affidavit, Notary – Agreement/Disclaimer

I, _____, SOLEMNLY AFFIRM UNDER THE PENALTIES OF PERJURY, THAT ALL INFORMATION CONTAINED IN THIS RESIDENTIAL RENTAL APPLICATION RELATING TO PROPERTY OR PROPERTIES IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT I WILL SUBMIT ANY CHANGE IN THE INFORMATION RELATING TO THE PROPERTY OWNER, PROPERTY AGENT, TRUSTEE, OR RESIDENTS, NOT MORE THAN THIRTY (30) DAYS AFTER SUCH CHANGE. I AGREE TO ALLOW THE RENTAL PROPERTY INSPECTOR OR OTHER DESIGNATED AGENT TO INSPECT THIS DWELLING UNIT.

I AFFIRM THE APPLICATION I AM SUBMITTING CONSISTS OF _____ PAGES AND THAT IT CONTAINS REGISTRATION INFORMATION FOR _____ PROPERTIES OWNED BY _____.

I UNDERSTAND THAT MY PROPERTY MUST BE IN COMPLIANCE WITH THIS ORDINANCE, THE INTERNATIONAL PROPERTY MAINTENANCE CODE (2006) AND ANY OTHER ORDINANCES OR CODES ADOPTED BY THE CITY OF HORN LAKE.

<hr/> <p>Owner or Property Agent</p>	<p>State of _____</p> <p>County of _____</p> <p>The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____.</p> <p>He/She is personally known to me or has produced _____ as identification.</p> <p>Notary Public, State of _____</p> <p>My Commission Expires: _____</p>
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