

RESIDENTIAL RENTAL REGISTRATION & LICENSE



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
Pending Fees: _____
(for office use only)

This form required for all residential and short-term rental property owners. Property owner signature required.

FEE: \$25 per unit annually, Registration expires September 30, Annual Renewal due October 1. License fee determine by # units registered, see fee schedule.

Fee for new units prorated after October 1. Registrations expired for 90 days will result is revocation of Certificate of Occupancy.

90+ day expiration require all fees + \$500 penalty to reestablish CO.

Units rented without approved CO subject to \$350 penalty + \$25 per unit.

Rental Inspection required for all new COs, ownership changes, and prior to occupation by new tenant.

Property Owner: Name: _____ Phone: _____

Email: _____ Address: _____

Date of Birth (MM/DD/YYYY) _____ Social Security # (Last 4 digits) _____

Note: A registered agent is required if the property owner is a business, if the owner does not reside within 60 miles of unit, or if owner is unable to be contacted on a 24-hour basis. Registered agents must reside in Lee County or an adjacent County.

Property Manager: Name: _____ Phone: _____

Email: _____ Address: _____

EIN: _____ Rental License # _____

Open Violations (all violations must be closed prior to occupation of unit to prevent hold on utilities) _____

Registration and License Type(s): New Rental Unit ___ Annual ___ Expired ___ Transfer (New CO req'd) ___

Unit Type(s): Single Family ___ Duplex ___ Multifamily (3+ units/parcel) ___

Required Attachments (Initial or "NR" to indicate Not Required):

1. Recorded deed and legal description, per unit _____
2. Registered Agent Agreement, if applicable _____
3. City of Tupelo Privilege License _____
4. Annual License Agreement, signed, see reverse _____
5. Residential Rental CO and Inspection Application, per unit _____
6. Notification of registered rental units, if applicable, see reverse _____
7. Construction Application and Site Plan, if applicable _____
8. Commercial Certificate of Occupancy Application per unit, for short-term rental only _____

Total Number of Units: _____ **Registration Fee:** _____ **License Fee:** _____ **Penalties:** _____ **Total Fee Due:** _____

I agree to the terms of the City of Tupelo Rental Housing Code and agree to comply with all standards and regulations of the 2018 ICC Property Maintenance Code, City of Tupelo Development Code, City of Tupelo Code of Ordinances and all applicable State and Federal regulations as related to units registered herein. By signing below, I indicate that I understand that no property with outstanding violations, fees, and/or fines due to the City of Tupelo will be allowed to register and that registered rental units may be periodically inspected by the City of Tupelo Building or Code Enforcement Division under provisions established by Article XII of the City of Tupelo Code of Ordinances.

I hereby certify, on penalty of perjury, the above information is true and correct and completed in accordance with the Tupelo Development Code and that I have received, or retained, a copy of this application. I further understand that if I am not the property owner, notarized permission from the property owner is required for application to be processed.

Applicant Signature _____ Date: _____

ANNUAL RENTAL LICENSE AGREEMENT

My signature below indicates my understanding and agreement to comply with the Rental Housing Code of the City of Tupelo as adopted. I understand that as the property owner I am responsible for compliance with these regulations including, but not limited to:

Rental Housing Code of the City of Tupelo, Ordinance Article XII of the City of Tupelo Code of Ordinances, requires all property owners renting residential units to carry a City of Tupelo privilege license from the Department of Finance, <https://www.tupeloms.gov/departments/finance>, and have received a Rental License Certificate from the Department of Development Services. All rental units are subject to Miss. Code Ann. Sections 89-8-1 through 89-8-29.

1. Interior and Exterior property and lot maintenance standards of the City of Tupelo, State of Mississippi, and those established by Federal Law must be in compliance on any registered rental unit at all times, whether or not the unit is vacant or occupied.
2. Rental Licenses, Registrations and Inspections expire annually unless otherwise approved by the Department of Development Services. No unit will be considered registered without a completed and passed inspection by the Department of Development Services.
3. All units must carry a current Rental Registration, Certificate of Occupancy, and current complete Rental Inspection with the Department of Development Services.
4. Any changes occurring in ownership of a rental unit shall require the new owner to apply for registration within 30 days of taking ownership. A recorded deed must be supplied to complete registration.
5. No rental unit shall be rented or leased or offered for rent or lease in a manner which would result in violation of the occupancy levels permitted by the 2018 ICC Property Maintenance Code, Tupelo Development Code, or a Certificate of Occupancy.
6. Both the interior and exterior of each rental property shall be periodically inspected by the Building Official, under the provisions established by the adopted Ordinance.
7. A Construction Permit from the Department of Development Services is required for all improvements to residential units or facilities.
8. Failure to adhere to these terms and others outlined in the adopting Ordinance may result in violation of the Rental Registration Ordinance and all associated fines.
9. All residential units registered by this application and owned by the property owner seeking a license must be listed below:

Notification of Registered Rental Units

If renewing rental registrations, list all units to which this renewal application will apply (use separate sheet if needed):

Rental Unit Address	Certificate of Occupancy #	Date Issued

I hereby declare, under penalty of perjury, that I have read and understood the above information and am the sole responsible party for maintaining compliance thereto.

Rental License Applicant: _____ **Date:** _____