

Planning



Department

RENTAL PROPERTY LICENSE APPLICATION

To ensure compliance with the Rental Property Licensing Act, the owner of any building containing rental units must obtain a Rental Property License for each building containing rental units. A separate application must be submitted for each request for a Rental Property License, as each building shall have its own Rental Property License associated with it. Before any Rental Property License can be issued to any owner, that owner must be on file as having a valid Business License to own one or more buildings containing rental units.

Below, please list the address of the building needing a Rental Property License, but do not include any apartment numbers, suite numbers, or unit numbers.

Address: _____

Building Number (if applicable): _____

The Rental Property License Fee is \$100 per rental unit in this building.

How many rental units are in this building? _____

Rental Property License Application Fee: _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone Number: _____ Email: _____

Signature: _____

PROPERTY MANAGER INFORMATION (if different from property owner)

Name of Property Manager: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone Number: _____ Email: _____

Signature: _____

REGISTERED AGENT INFORMATION (if applicable)

If the owner listed above does not reside in DeSoto County, Mississippi, the owner must provide the name of a person who resides in DeSoto County who can receive notices on behalf of the owner:

Name of Agent: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone Number: _____ Email: _____

Signature: _____

In signing below, the applicant acknowledges that he/she has reviewed Ordinance # 25-10-317, the city's updated Rental Property Licensing Act governing the licensing of rental properties in the City of Horn Lake, and understands that he/she is responsible for compliance with the terms contained therein, including any applicable fees and fines. The applicant further acknowledges that he/she is authorized to submit this application and that all information contained herein is true and accurate. The applicant acknowledges that he/she is responsible for complying with the ordinances of the City of Horn Lake as well as all other codes adopted by the City of Horn Lake.

The person signing below must be the owner shown above (or the registered agent if applicable).

Signature: _____

Printed Name: _____

Date: _____

FOR OFFICE USE ONLY

Payment Type: ___ Cash ___ Check ___ Card

Amount Paid: _____

Date: _____

Business License Number: _____

Rental Property License Number: _____