



Rental Property Registration Form

Please use a separate application form for each rental property owner.

- Make checks payable to **City of Starkville**.
- Return the completed application along with the registration fee using one of the following options:

U.S. Postal Service:

City of Starkville—Rental Registration
110 W. Main Street
Starkville MS 39759

In-Person:

Community Development Department
110 W. Main Street Starkville MS 39759
2nd Floor, Starkville City Hall

Email:

Fill out this PDF and send it to permits@cityofstarkville.org

1 Registration Type

- Initial Registration
- Update Property or Ownership Information
- Transfer Existing Registration to New Owners

2 Property Information

Business Name (if applicable)

Business Address	City	State	Property ZIP Code
	Starkville	MS	39759

Is this a newly-constructed or substantially altered property with the Certificate of Occupancy or final inspection completed within the past 2 years? Yes No

3 Rental Housing Agreement

Starkville's Rental Housing Ordinance requires that all rental housing units meet basic maintenance standards found in the Unified Development Code, Technical Codes, and Code of Ordinances. Owners must declare that their rental units meet or will meet those standards before being rented.

By signing below, I confirm that all units that are currently or may be available for rent meet the requirements of the Rental Housing Ordinance.

Name (printed)

Phone No.

Signature

Date

I acknowledge and intend that a digital or scanned copy of my hard-copy signature will be treated as an original signature for the purposes of this application and for any other matter related to this application.

4 Rental Unit Information

Complete for rental housing units that are or may be available for rent. Do not include non-residential units or those that are not for rent. If more than 20 units, complete and attach Appendix A.

An excel spreadsheet that identifies each rental housing unit address and number will also be accepted for Section 4.

Unit identification number	
<i>Single family house example: SF or Single Family</i>	9.
<i>Apartment example: 101</i>	10.
<i>Condo example: 18-C</i>	11.
<i>Duplex example: 5061</i>	12.
1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.

Total number of rental units from above table	
Total additional number of rental units from Appendix A (if any)	
Total number of rental units on property	(A)

5 Fee Schedule (Makes checks payable to the City of Starkville)

Type of fee	Price	Quantity	Total
Registration Fee Charged per Rental Housing Unit		Box (A)	

Total Payment:

EXAMPLES

- Single family house for rent as one housing unit: \$15
- Duplex with the owner living in one unit, second unit for rent: \$15
- Duplex with both units for rent: \$15 x 2 Units = \$30
- 4-unit building with the owner living in one unit, three units for rent: \$15 x 3 units) = \$45
- 20-unit building with 20 units for rent: (\$15 x 20 units) = \$300

6 Contacts / Owner Information / Property Manager or Agent

Owner <i>(The legal owner of the property being registered. If your property has more than one owner, you must list all owners.)</i>			
<input type="checkbox"/> Check here if more than two owners and more space is required. Then fill out and attach Appendix B.			
<input type="checkbox"/> Check here if same as Applicant.			
Name		Organization Name	
Address	City	State	ZIP Code
Phone		Email	

Authorized Agent <i>(Representative authorized to act on behalf of the property owner.)</i>			
Name		Organization Name	
Address	City	State	ZIP Code
Phone		Email	

Appendix A Additional Rental Unit Information

Complete for rental housing units that are or may be available for rent.

Unit identification number	Unit identification number
1.	31.
2.	32.
3.	33.
4.	34.
5.	35.
6.	36.
7.	37.
8.	38.
9.	39.
10.	40.
11.	41.
12.	42.
13.	43.
14.	44.
15.	45.
16.	46.
17.	47.
18.	48.
19.	49.
20.	50.
21.	51.
22.	52.
23.	53.
24.	54.
25.	55.
26.	56.
27.	57.
28.	58.
29.	59.
30.	60.

Appendix B Additional Owners

Owner <i>(The legal owner of the property being registered. If your property has more than one owner, you must list all owners.)</i>			
Name		Organization Name <i>(if applicable)</i>	
Address	City	State	ZIP Code
Phone		Email	
Owner <i>(The legal owner of the property being registered. If your property has more than one owner, you must list all owners.)</i>			
Name		Organization Name <i>(if applicable)</i>	
Address	City	State	ZIP Code
Phone		Email	
Owner <i>(The legal owner of the property being registered. If your property has more than one owner, you must list all owners.)</i>			
Name		Organization Name <i>(if applicable)</i>	
Address	City	State	ZIP Code
Phone		Email	
Owner <i>(The legal owner of the property being registered. If your property has more than one owner, you must list all owners.)</i>			
Name		Organization Name <i>(if applicable)</i>	
Address	City	State	ZIP Code
Phone		Email	