

# CITY OF EUPORA



## RENTAL PROPERTY REGISTRATION FORM

Please complete a separate form for each rental property owner.

- Make checks payable to the City of Eupora
- Return completed form along with registration fee via:

U.S. Postal Service:

City of Eupora – Rental Registration  
390 Clark Ave  
Eupora, MS 39744

In-Person:

Eupora City Hall  
390 Clark Ave  
Eupora, MS 39744

Online / Email:

euporacityclerk@gmail.com

### A. REGISTRATION TYPE

- Initial Registration
- Update Property or Ownership Information
- New Owner – Transfer Existing Registration

### B. PROPERTY OWNER(S) / CONTACTS

**Owner #1 Information:** *(The legal owner of the property being registered. Please list all owners if there are more than one.)*

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Owner #2 Information:** *(The legal owner of the property being registered. Please list all owners if there are more than one.)*

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Authorized Agent Information:** *(Representative authorized to act on behalf of the property owner, including providing consent for inspections.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **C. RENTAL HOUSING AGREEMENT**

*The City of Eupora requires that all rental housing units meet basic maintenance standards as outlined in the City of Eupora Rental ordinance adopted by the Board of Aldermen on August 15, 2022. Property owners must declare that their rental units comply or will comply with those basic maintenance standards before being rented.*

**By signing below, I confirm that all units that are currently or may be available for rent meet the basic maintenance standards as outlined in the City of Eupora Rental Housing Ordinance.**

Name (printed): \_\_\_\_\_ Phone: \_\_\_\_\_

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.*

## **D. RENTAL UNIT INFORMATION**

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*Complete Rental Unit Information for rental housing units that are OR that may become available for rent. Do not include non-residential units or any that are not for rent. (If more than 40 units please complete a separate sheet.)*

### **Unit Identification (Address)**

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |
| 25. _____ | 26. _____ |
| 27. _____ | 28. _____ |
| 29. _____ | 30. _____ |
| 31. _____ | 32. _____ |
| 33. _____ | 34. _____ |
| 35. _____ | 36. _____ |
| 37. _____ | 38. _____ |
| 39. _____ | 40. _____ |

## **E. REGISTRATION FEE SCHEDULE**

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*Make Checks payable to City of Eupora*

**Total number of rental units:** \_\_\_\_\_ **X \$15.00 per rental unit =** \_\_\_\_\_

*Examples:*

- *Single family house for rent as one unit: \$15*
- *Duplex with owner living in one, second unit for rent: \$15*
- *Duplex with both units for rent: \$15 x 2 units = \$30*
- *4-unit building with all (4) units for rent: \$15 x 4 units = \$60*
- *20 unit building with 20 units for rent: \$15 x 20 units = \$300*