



City of Eupora
390 Clark Ave
Eupora, Mississippi
662-258-2291

Blake McMullan
Mayor

INFORMATION AND NOTICE CITY OF EUPORA RENTAL HOUSING ORDINANCE

AUGUST 26, 2022

Dear Sir or Madam,

On August 15, 2022, the Board of Aldermen of the City of Eupora approved the City of Eupora Rental Housing Ordinance, setting a basis for Rental Housing Standards across the city. The ordinance requires that all property owners with rental housing units located inside the city limits register with the city, and a licensing fee of \$15 per rental unit shall be applied.

The former ordinance required an inspection for every rental unit in the city, but with recent case law and amendments to State Statute the requirements for inspection have changed and will be based only on complaint or probable cause. Full text of the Rental Ordinance document can be found at www.cityofeupora.com/ordinances.

Any property owner or management company who fails to register his or her rental unit(s) within six (6) months from the passage of this ordinance (on or before February 15, 2023) shall be assessed a fee of thirty (\$30) per rental unit. Additionally, each property owner or rental company shall be required to obtain a City of Eupora Business Privilege License from City Hall.

A City of Eupora Rental Property Registration Form, and an Inspection Checklist, are included for your convenience. The registration form can be returned to City Hall, along with the registration fee for each unit, once completed.

If you have any questions concerning the City of Eupora Rental Housing Ordinance, please don't hesitate to reach out to City Hall at 662-258-2291.

Sincerely,

Blake McMullan
Mayor - City of Eupora, MS

cc. Gail Newton – Eupora City Clerk

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

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

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*



CITY OF EUPORA

RESIDENTIAL RENTAL INSPECTION CHECKLIST

Dear Landlord:

On August 15, 2022 the Board of Aldermen of the City of Eupora, after holding a series of Public Hearings on the matter, adopted the "City of Eupora Rental Property Ordinance". The previous ordinance required an inspection prior to the registration of any rental property. That is no longer the case. With the new ordinance inspections are only required if an official complaint is filed OR if the city determines probable cause from the right-of-way. The full text of the ordinance can be found at www.cityofeupora.com/ordinances.

In preparation for any future inspections please use this checklist to evaluate the condition of your rental property prior to any inspection. This guide may help you avoid a lengthy inspection or the need for re-inspections. While it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections. If a question is answered with a "NO" response, then a code violation is likely to be present.

Useful Definitions:

Dwelling Unit: A room or group of rooms occupied or intended to be occupied as separate living quarters for one (1) Household.

Egress: The free and unobstructed access to the exterior of a habitable space.

Habitable Space: Space in the structure used for living, sleeping, eating or cooking.

Infestation: The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

Rental Unit: A dwelling unit that is currently rented or leased to one (1) or more Tenants.

Responsible Agent: Any person or entity that serves as the principal contact for an owner.

Exterior of the Home: _____

Yes No

- ---- Are the street numbers visible from the road? (at least 4 inches in height)
- ---- Is the siding and/or paint in good condition, preventing significant water infiltration?
- ---- Is the house siding free of excessive peeling paint or rot and decay?
- ---- Are the garage/outbuildings structurally sound and in safe condition?
- ---- Is the foundation sound, free from holes, large cracks, and free from hazards?
- ---- Are the steps, decks and landings free from hazards and safe to use?
- ---- Are handrails present for all steps with four (4) or more risers? (Not less than 30-inches or more than 42-inches high above the nosing of the treads)
- ---- Are there guardrails present for all open porches, decks, and landings higher than 30-inches above grade?
- ---- Is garbage properly stored and not scattered about the property?
- ---- Is the yard free from rubbish, or junk?
- ---- Is the yard free from noxious weeds? Is yard vegetation (grass) under 12-inches in

height?

- ---- Is the house roof weather tight?
- ---- Is the roof showing signs of significant sagging or buckling, large holes or other defects that would allow for water infiltration, or any other observable defects?
- ---- If applicable, is the chimney sound and free from hazards? (The chimney should not be seriously leaning, detached from the structure, or showing evidence of serious disintegration.)
- ---- If present, are rain gutters, downspouts, & laterals in good condition and function as intended?
- ---- If the property is a manufactured or mobile home are tie downs and anchors sufficient and functioning as intended?

Throughout the Unit/Property: _____

Windows:

Yes No

- ---- Are all windows free from cracked or broken panes?
- ---- Does each room used for sleeping have at least one window? (If the windows in sleeping rooms are designed to be opened, at least one window must be operable.)
- ---- All windows have properly working locks or latching hardware?
- ---- All window frames, sashes and sills in good condition and weatherproof?
- ---- All windows are free from severe deterioration and are able to keep out the wind and

rain?

---- ---- All operable windows operate freely and are capable of being held in position by hardware?

Doors:

Yes No

---- ---- All exterior doors have properly working locks or latching hardware?

---- ---- Screen and storm doors are operable, in a safe condition, and have adequate hardware?

---- ---- All exterior doors are free from severe deterioration and are able to keep out the wind and rain?

---- ---- All exterior doors with glass are free from cracked, broken, or dangerous panes?

Walls, Floors, & Surface Coverings:

---- ---- Are all the walls and ceilings free from peeling paint and / or loose plaster?

---- ---- Are all the walls and ceilings sound and free from hazards such as: severe buckling, bulging or leaning, sagging, active water damage, damaged or loose structural members, holes larger than two (2) inches, air infiltration.

---- ---- Are all the floors sound and free from hazards such as: rotting, threats to structural collapse, large cracks or holes, substantial drafts from below, severe buckling, or major movements under walking stress?

---- ---- Are all the interior surfaces maintained in a safe and sanitary condition?

----- Are the floor coverings free of tripping hazards and capable of being cleaned?

Electrical System:

Yes No

----- Are all the electrical equipment, wiring and appliances installed properly and maintained in a safe and approved manner?

----- Are all cover plates for outlets, switches, and junction boxes in place?

----- Does every habitable space in the home have at least two separate and remote receptacle outlets?

----- Is the dwelling served by a main service that is not less than 60 amperes, three wires?

----- Is the electrical system free of hazards?

----- Does the laundry area contain at least one grounded-type receptacle or GFCI outlet?

----- Are all receptacles (within 3' of a water source) of the GFCI-type?

----- Does the bathroom contain at least one receptacle?

----- Is there a light fixture present for every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, and utility room?

Heating System:

Yes No

- Is the heating system adequate and capable of maintaining a room temperature of 65 degrees F. in all habitable rooms, bathrooms and toilet rooms?
- Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions?
- Does the unit have adequate ventilation by means of operable windows or a working cooling system?
- Are all mechanical equipment, fireplaces and solid fuel-burning appliances installed properly and maintained in a safe working condition?

Plumbing System:

Yes No

- Does the dwelling contain a bathtub or shower, lavatory, water closet and kitchen sink that is maintained in a safe working condition and free of leaks?
- Are all the plumbing fixtures maintained in a safe and functional condition and free of leaks?
- Are the plumbing fixtures connected to a public water system or an approved private water system?
- Is the water heating equipment properly located, installed, and equipped with a temperature and pressure relief valve and relief valve discharge pipe?
- Are all the plumbing fixtures properly connected to an approved public or private

sewer system?

----- Do all the plumbing stacks, vents, waste and sewer lines function properly and are free of obstructions, leaks and defects?

Light, Ventilation, and Occupancy Limitations:

Yes No

----- Does every habitable space have at least one operable window that faces directly to the outdoors?

----- Does the bathroom or toilet room have either an operable window or a mechanical means of ventilation?

----- Is the clothes dryer properly vented?

----- Is the kitchen or non-habitable spaces used for their intended purposes?

----- Does the dwelling meet the space needs of the occupants (a minimum of 100 sq. ft. per occupant)?

Fire Safety:

Yes No

----- Are smoke detectors located on each floor of the dwelling, including the basement (if applicable)?

----- Are smoke detectors located within or immediately adjacent to all bedrooms?

----- Do all the smoke alarms function properly?

- If you have a fire extinguisher present, is it accessible and in working condition?
- Does every sleeping room/bedroom have a least one operable window that meets emergency egress/rescue standards?
- Is there a 3-foot clearance around any heating appliance or other source of ignition within the home? (Not including cooking stoves)

General Health and Safety: _____

Yes No

- Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or stored materials allowing for safe exit?
- Is the residence free from insect and rodent infestation? (Evidence of infestation means the presence of rats, or severe infestation by mice, insects or other vermin as evidenced by: rat holes; droppings; rat runs, numerous settings of rat or insect poison.)
- Is the residence free, both inside and out, of large piles of trash and garbage, discarded furniture, and other debris that might harbor rodents?
- Can the rental unit be entered without having to go through another unit?
- Is the interior and exterior free from any other hazard not specifically identified previously?