



**Occupant Information (authorized to reside at the Residential Rental Property)**

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

(If more than 6 tenants, attach additional tenant information to this form. Only tenants listed on the lease should be included in this list. The City of Gluckstadt reserves the right to review a lease agreement in order to verify information that may be unclear or disputed. It shall be unlawful for an Owner to update a Rental License Application for the purposes of transferring occupancy and/or utilities to a roommate unless said roommate has been on the application on file for the same unit with the City of Gluckstadt for more than 6 months prior to the updated application.)

**Residential Rental Property Assurance**

All persons or companies that own single family dwellings, two family dwellings, townhomes, other residential rental property, or Multi-Family Rental Property for the purpose of rent or lease in the City of Gluckstadt, shall provide financial assurance in order to be permitted to rent or lease residential rental property in the City of Gluckstadt.

Single Family House, Duplex Unit, or Townhouse ..... \$15,000

Multi-Family ..... \$1000 per dwelling unit, not to exceed \$50,000 total

**Policies and Procedures to Follow For Inspection of Rental Property**

1. Application must be filled out by the property owner, operator, owners agent or management company representing the owner. A \$150 Application Fee is required to be submitted with the application.
2. Call 1-800-Entergy (1-800-368-3749) to establish service. **THE ELECTRIC SERVICE MUST BE IN THE OWNER OR OWNER’S AGENT’S NAME PRIOR TO THE RENTAL INSPECTION.**
3. Call Bear Creek Water (601) 856-5969 or Canton Municipal Utilities (601) 859-2921 to establish the water service. **THE WATER SEVICE MUST BE ON IN THE OWNER OR OWNER’S AGENT’S NAME PRIOR TO THE RENTAL INSPECTION.**
4. Please call the City of Gluckstadt (769) 567-2314 to request the rental inspection. **THE TENANT OR PROSPECTIVE TENANT CANNOT MOVE INTO THE PROPERTY UNTIL THE RESIDENTIAL RENTAL PROPERTY PASSES INSPECTION. THIS INCLUDES ANY AND ALL PERSONAL ITEMS, FURNISHINGS, ETC.** Each unit must pass inspection every time the unit is vacated and prior to re-occupancy by another Tenant. Each inspection and re-inspection shall be subject to the payment of \$250 inspection fee in advance of the inspection.

5. Once the rental property has passed inspection, it is the **RESPONSIBILITY OF THE LANDLORD** to notify the tenant to call Entergy to make application for their power. It is then the **RESPONSIBILITY OF THE TENANT** to call the City of Gluckstadt with their Entergy account information (769) 567-2314.
6. After the rental property passes inspection, the water and electric service must be put into the tenant's name, within 5 days of the resident taking possession.
7. A complete copy of the Residential Rental Inspection Code of the City of Gluckstadt may be obtained from the Planning and Zoning Department of the City of Gluckstadt located at 107 Lone Wolf Drive or by downloading a copy from our website at:  
<http://www.GluckstadtMS.org/>

If you have any questions, please contact the Planning and Zoning Department at (769) 567-2314 or email at [Permits@Gluckstadt.net](mailto:Permits@Gluckstadt.net).

Owner/Operator/Owner's Agent Signature: \_\_\_\_\_

For Planning and Zoning Office Use Only:		
<input type="checkbox"/> Application Fee attached	<input type="checkbox"/> Application Complete	Reviewed by: _____
<input type="checkbox"/> Bond Attached	<input type="checkbox"/> Rent Roll attached (Multi-Family)	Date: _____