



APPLICATION FOR RENTAL HOUSE/SHORT-TERM RENTAL PERMIT

Please use a separate application form for each rental property.

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

U.S. Postal Service: City of Newton City Clerk’s Office P.O. Box 300 Newton, MS 39345	In-Person: Newton City Hall 203 E. Church Street Newton, MS 39345	<u>REGISTRATION TYPE</u> <input type="checkbox"/> Initial Registration <input type="checkbox"/> Permit Renewal <input type="checkbox"/> Update Property or Ownership Information <input type="checkbox"/> Transfer Existing Registration to New Owners
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<u>PROPERTY INFORMATION</u>			
Business Name (if applicable)			
Property Address	City	State	Property ZIP Code
	Newton	MS	39345

<u>RENTAL HOUSING CODE AGREEMENT</u>	
<p>City of Newton’s Rental Housing Code requires that all rental housing units and short-term rental units meet the basic maintenance standards found in the adopted International Code Council ® (ICC) International Residential Code, International Existing Building Code, and the City of Newton Code of Ordinances. Owners must declare that their rental units and short-term rental units meet or will meet those standards before being rented. By signing this agreement, owners allow the City of Newton’s City Clerk Office to inspect their property with notice on an as needed basis.</p>	

Name (Printed)	Phone No.

Signature	Date

NEWTON MISSISSIPPI

<u>CONTACTS / OWNER INFORMATION / PROPERTY MANAGER OR AGENT</u>			
Owner (The legal owner of the property being registered. If your property has more than one owner, you must list all owners).			
Name		Organization Name	
Address	City	State	Zip Code
Phone		Email	
Name		Organization Name	
Address	City	State	Zip Code
Phone		Email	
Name		Organization Name	
Address	City	State	Zip Code
Phone		Email	

Check here if owner also serves as authorized agent.

NEWTON MISSISSIPPI

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Authorized Agent (Representative authorized to act on behalf of the property owner).

**If applicable*

Name		Organization Name	
Address	City	State	Zip Code
Phone		Email	

PROPERTY INFORMATION (CONT.)

Legal Description

Parcel Number

PPIN

REQUIRED INFORMATION

- Short-term rental permit applications will require a copy of privilege license issued by the City of Newton.
- A statement as to whether utility services will be provided by the agent, owner, manager, and/or entity, or be the tenant's responsibility.
- All short-term rentals that are affiliated with third party vendors such as AirBnB, Vrbo, and other vendors are required to complete sales tax registration with the State of Mississippi Department of Revenue. A copy of approval from the State of Mississippi Department of Revenue is required upon issuance of permit.

PERMIT FEE

\$25.00 PER RENTAL HOUSING UNIT

\$50.00 PER SHORT-TERM RENTAL UNIT