

**BUILDER'S AFFIDAVIT**

RE: Newly Constructed Single-Family Dwellings  
S27-31-29, Mississippi Code of 1972

**PLEASE READ ALL INFORMATION CAREFULLY**

TO: Madison County Tax Assessor  
344 Highway 51 Ridgeland MS 39157  
Fax 601-856-1855  
Phone 601-856-1796

or

P O Box 292  
Canton, MS 39046  
Fax 601-859-2899  
Phone 601-859-1921

This is to certify that the below described Real Property on which is located a single family dwelling was built or caused to be built by me to completion before January 1, 20\_\_\_\_, and is owned by me and none of the described property has been **LEASED, RENTED, SOLD OR OCCUPIED** by anyone.

\*I understand I am to furnish a Certificate of Occupancy for each dwelling completed before January 1 with this affidavit.

\*Document must be notarized or signed in the presence of a Deputy Tax Assessor.

**\*Deadline for filing is April 1.** You should request a stamped and dated copy as an official record.

Builder/Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Date: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Owner's signature: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

\_\_\_\_\_  
Deputy Assessor Signature

\_\_\_\_\_  
Date

**WARNING: Closing attorneys and others should be aware this affidavit is an application only and the Tax Assessor's office must be contacted for approval verification.**