



## BUSINESS LICENSE APPLICATION FOR RENTAL UNITS

### CHECKLIST PRIOR TO SUBMITTAL

1. Complete application
2. Nonrefundable fees
3. **\*\*OPTIONAL\*\*** Good Landlord Agreement Application & copy of Certificate

### CHECKLIST AFTER SUBMITTAL

4. On-site inspections are required prior to *any* consent being granted. It is the applicant's responsibility to schedule an inspection with the South Salt Lake Building Department and the South Salt Lake Fire Marshal within 5 business days of application submission. Applicants are responsible for conformance with all applicable city, county, or state codes.

**\*\* ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED \*\***

*Submitting a business license application does not authorize the applicant to conduct business. Conducting business without an approved business license constitutes a Class C Misdemeanor.*

*It is the applicant's responsibility to provide a complete application and obtain all applicable city, county, or state code approval requirements. Upon notice from the City that your application is incomplete you will have thirty (30) days to correct any problems and/or provide any missing information or payments. Notice of an incomplete application constitutes a denial of your application by the City. All application fees are nonrefundable. Any denial requires submittal of a new application including payment of all costs and fees. At the City's discretion denial of your application may result in your inability to resubmit an application for up to six months. Any denial may be appealed to the Administrative Law Judge pursuant to applicable procedures in the City Code.*

### APPLICATION FEES

Category	Standard Rental License Fee	Fee For Good Landlord Program Participants
Single Family	\$ 375.00 per unit	\$30.00 + \$30.00 per unit
Duplexes and Triplexes	\$ 101.00 per unit	\$40.00 + \$30.00 per unit
Duplexes and Triplexes – Owner Occupied	\$60.00 per unit	\$24.00 per unit
Quad-Plexes	\$150.00 + \$151.00 per unit	\$100.00 + \$30.00 per unit
Apartments – 5 or more units	\$150.00 + \$ 151.00 per unit	\$125.00 + \$30.00 per unit



# Business License Application for Rental Units

Community Development Department

220 East Morris Avenue Ste 200

South Salt Lake City, UT 84115

801.483.6063 / Fax 801.483.6060 / [www.sslc.com](http://www.sslc.com)

## 1. RENTAL NAME AND ADDRESS

Rental Name (if applicable)	Number of Units	Business Telephone	
	Business Email		
Rental Address	City	State	Zip
Business Mailing Address (if different)	City	State	Zip

## 2. PROPERTY OWNER AND RESPONSIBLE PARTY INFORMATION

Property Owner Name(s) and date(s) of birth	Address		
	City	State	Zip
Telephone	Email		
Property Owner Name(s) and date(s) of birth	Address		
	City	State	Zip
Telephone	Email		
Manager Name(s)	Address		
	City	State	Zip
Telephone	Email		

## 3. FEE CALCULATION – SEE REVERSE

Rental License Type & Rental License Fee: _____	\$
Garbage Can Fee	\$
<b>GRAND TOTAL</b>	<b>\$</b>

***I hereby agree to conduct said business strictly in accordance with all South Salt Lake City codes governing such businesses and swear under penalty of perjury that I have examined the information contained herein and to the best of my knowledge and belief, it is true, correct, and complete.***

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only</b>	Date Received	License #	Amount Paid	Receipt #
	Zoning Approval			Date
	Building Approval			Date
	Fire Approval			Date

**OFFICE USE ONLY****RENTAL LICENSE FEE CALCULATION WORKSHEET**

Category	Standard Fee	Fee with Good Landlord Certification	Units	Total	
Single Family	\$ 375.00 per unit	\$ 30.00 base fee + \$ 30.00 per unit		\$	
Duplex and Triplex	\$ 101.00 per unit	\$ 40.00 base fee + \$ 30.00 per unit		\$	
Duplex and Triplex – Owner Occupied	\$ 60.00 per unit	\$ 24.00 per unit		\$	
Quad-Plex	\$ 150.00 base fee + \$151.00 per unit	\$100.00 base fee + \$ 30.00 per unit		\$	
Apartments – 5 or more units	\$ 150.00 base fee + \$151.00 per unit	\$125.00 base fee + \$ 30.00 per unit		\$	
<b>Waste Collection for Single-Family and 2 Duplex Units</b>			<b>Cans</b>	<b>Months</b>	<b>Total</b>
Garbage Can Fee	\$10.00 per can per month				\$
<b>GRAND TOTAL</b>					<b>\$</b>

## GOOD LANDLORD PROGRAM

### What is the good landlord program?

South Salt Lake's Good Landlord Program is a rental license incentive program that is intended to educate landlords on management strategies to prevent crime, maintain equity, and promote compatibility with surrounding neighborhoods. Applicants who are certified through the City's Good Landlord Program receive a significant reduction in their rental license fees.

### CHECKLIST PRIOR TO APPROVAL

1. South Salt Lake Rental License
2. Attend a Good Landlord Class every 3 years
  - a. The Good Landlord, Inc (web: <http://www.thegoodlandlord.net>) or The Utah Apartment Association (web: <http://www.uaahq.org/good-landlord-program.php>) maintain schedules of classes for good landlord certification. A good landlord applicant can take a class from any jurisdiction in Utah.
3. Complete South Salt Lake Good Landlord Agreement
4. Provide copy of Good Landlord Class Certificate
5. On-site inspections are required prior to any consent being granted. It is the applicant's responsibility to schedule an inspection with the South Salt Lake Building Department and the South Salt Lake Fire Marshal within 5 business days of application submission. Applicants are responsible for conformance with all applicable city, county, or state codes.

## GOOD LANDLORD PROGRAM WRITTEN AGREEMENT

THE UNDERSIGNED owner or operator of certain rental properties (the "Landlord") within South Salt Lake City desires to participate in the City's Good Landlord Program operated as part of the South Salt Lake City Landlord Training Program established pursuant to §4.12.010 et seq. of the South Salt Lake Municipal Code.

The Landlord is the owner or operator of the rental dwellings described in Exhibit A (the "rental dwellings"), attached to the application. It is understood that the Landlord may receive the annual discount authorized under §4.12.010 et seq. of the South Salt Lake Municipal Code against future business license or permit fees, if the Landlord operates and manages the rental dwelling units in compliance with the program requirements during the 12 month period preceding the City's determination of program compliance. The Landlord agrees to provide reasonable ongoing access to its rental records and to the rental premises if necessary for the City to make a determination of program compliance.

In submitting this application, the Landlord certified the following to be true:

1. OWNER INFORMATION			
Name of Owner		Telephone	
Email Address		Fax	
Mailing Address	City	State	Zip
Name of Owner		Telephone	Telephone
Email Address		Fax	
Mailing Address	City	State	Zip
2. RESPONSIBLE PERSON FOR RENTAL PROPERTY			
Name of Responsible Person		Telephone	
Email Address		Fax	
Mailing Address	City	State	Zip

**3. PLEASE PROVIDE PROOF OF THE FOLLOWING:**

- A. The owner or responsible party has completed the good landlord training program once every three years.
- B. Within thirty days of change in responsible person/s for management of the rental housing that the new responsible person/s has/have completed the good landlord training course.

**4. LANDLORD AGREEMENT**

The landlord agrees that the following will be adhered to as standard business practices:

- A. A written lease for every rental unit will be required.
- B. Implement a requirement that all adult occupants of the unit will be listed on the lease.
- C. That criminal background checks will be provided on every adult tenant listed on each lease.
- D. That the landlord or responsible party will serve notice of eviction within 5 days of receiving notice from the City of evidence which demonstrates by a preponderance of the evidence that the tenant or tenant's guest has been involved in a criminal act or maintained a nuisance on the premises.
- E. The landlord will provide the City with a telephone number, email, and postal address for the landlord or landlord's representative to which information regarding inappropriate behavior by tenants, occupants or their guests and other notices which may be sent to the landlord or landlord's representative. The landlord agrees that this information is sufficient to provide notice, is accurate, and will be kept up to date.
- F. That CPTED (Crime Prevention through Environmental Design) is practiced on the premises.
- G. The landlord will maintain the rental dwelling in a fit and habitable condition, as required by State code and relevant building, fire, and land use codes.

Dated this \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name and Title

Dated this \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Printed Name and Title