

FOR YOUR INFORMATION

RENTAL LICENSING INFORMATION

Owners of rental properties (single family home rentals, duplexes, tri-plexes, four-plexes, apartments, etc.) located within the City of Taylorsville are required to obtain a Taylorsville business license. To help reduce licensing costs, Taylorsville has enacted a "Good Landlord Program" that provides discounts to rental dwelling owners in exchange for abiding by certain provisions meant to reduce crime and increase neighborhood quality. This form describes the process for obtaining a business license for rental properties, and provides specifics on the Good Landlord Program and other useful information for rental dwelling owners. Please note that it is unlawful for any person to engage in business within the City of Taylorsville without first procuring a business license.

The Business License Application Process:

Step 1: Obtain Application. The Rental Dwelling License Application is a multipart form which is only available from the Taylorsville Business License Division. It is advisable at this step to talk to a Business License Clerk regarding the rental dwelling licensing process.

Step 2: Submit Application Packet. Provide the following information to the Business License Division:

- Taylorsville business license application, completed and signed.
- Applicable business license fees (see below for more information).
- If applicable*, submit verification that your business is registered with the Utah State Department of Commerce.

Apply in person at:

Utah Department of Commerce
160 East 300 South
Salt Lake City, Utah 84111
Telephone: (801) 530-6701

Apply online at:

www.commerce.utah.gov

* All entities doing business in Utah under an assumed business name must register with the Utah Department of Commerce. If you are using your own name as your business name it will not need to be registered.

- If applicable, submit all required information for the *Good Landlord Program*. See next page for details.

Step 3: Application Review. Once an application has been received by the Taylorsville Business License Division, the City will conduct an internal approval process. All new rental licenses are subject to review and approval from all applicable divisions of the City prior to the issuance of a business license and commencement of rental operations.

Step 4: Issue Business License. Once approved, the business license will be issued to the address provided on the business license application. Typically a business license will be issued 10-14 days following the date of application.

New Business License Fees:

Business license fees for rental properties are comprised of a base fee plus a per unit fee and are based on the type of rental property and whether the owner participates in the Taylorsville Good Landlord Program*.

Base fee:

- All rental properties excluding single family home rentals: \$ 90.00 (per location)
- Single family home rentals: \$ 20.00 (per location)

Per unit fee:

- Non-participants in the Good Landlord Program*: \$ 70.00 per unit
- Participants in the Good Landlord Program (except single family)*: \$ 15.00 per unit
- Participants in the Good Landlord Program (single family homes)*: \$ 0.00 per unit

* Please see next page for details regarding the *Taylorsville Good Landlord Program*

Business License Renewals:

All Taylorsville business licenses must be renewed annually. The City will mail a renewal notice approximately one month prior to the expiration date of the current license. To avoid late fees, business owners must return the business license renewal notice along with the applicable fee prior to the renewal deadline.

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Please note that although the City sends renewal notices to all businesses prior to the expiration of the current license it is ultimately the responsibility of the business owner to ensure that the business license is renewed prior to the expiration date.

Business License Renewal Fees:

Business license renewal fees for rental properties are comprised of a base fee plus a per unit fee and are based on the type of rental property and whether the owner participates in the Taylorsville Good Landlord Program*.

Base fee:

- All rental properties excluding single family home rentals: \$ 85.00 (per location)
- Single family home rentals: \$ 20.00 (per location)

Per unit fee:

- Non-participants in the Good Landlord Program*: \$ 70.00 (per unit)
- Participants in the Good Landlord Program (except single family)*: \$ 15.00 (per unit)
- Participants in the Good Landlord Program (single family homes)*: \$ 0.00 (per unit)

** Please see below for details regarding the Taylorsville Good Landlord Program*

Taylorsville Good Landlord Program:

The Taylorsville Good Landlord Program is a voluntary program in the form of a formal agreement between owners of rental dwellings and the City. The Good Landlord Program provides financial incentives through reduced licensing fees to owners of rental properties in exchange for landlords abiding by certain provisions. The Good Landlord Program is intended to help control and prevent illegal activity and improve the quality of residential neighborhoods. A comprehensive list of the provisions of the Good Landlord Program is included under **Minimum Requirements of Participants of the Good Landlord Program** on page three of this form.

How to Participate in the Good Landlord Program:

In order to participate in the Good Landlord Program, applicants must complete the following steps:

- Complete and submit the Good Landlord Program Application.** The Good Landlord Program Application is available from the Taylorsville Business License Division or online at www.taylorsvilleut.gov. The application also includes a self inspection checklist that identifies all required elements of the Good Landlord Program. It is advisable at this step to talk to a Business License Clerk regarding the Good Landlord licensing process.
- Complete and Sign a Good Landlord Agreement.** The Good Landlord Agreement is a legal agreement between the applicant and the City of Taylorsville that stipulates the applicant will abide by the provisions of the program in exchange for reduced business license fees. A blank copy of the Good Landlord Agreement is available from the Taylorsville Business License Division or online at www.taylorsvilleut.gov.
- Attend and Complete a Landlord Training Program.** Completing a training program designed specifically for the needs of owners of rental properties is a required element of the Taylorsville Good Landlord Program. The approved program, taught by the Utah Apartment Association, focuses on such topics as marketing, preventing turnover, eviction law, handling deposits, meth lab prevention and recognition, serving notices, collections, and other topics of interest to rental property owners. First time applicants and new owners are required to attend and complete the landlord training program within six months of the date of application. For more information regarding the Utah Apartment Association's training program please call (801) 487-5619 or visit www.uaahq.org.
- Meet the Minimum Requirements of the Good Landlord Program.** Please see *Minimum Requirements of Participants of the Good Landlord Program* on the next page for a list of all provisions of the program.

Violating the Provisions of the Good Landlord Program:

If it is determined that an owner of a rental dwelling unit is not in compliance with the requirements of the Good Landlord Program during any portion of the licensing period for which the discount was given, the owner, together with all his rental dwelling units, will be disqualified from the program and the discount will be disallowed and the owner will be required to pay the full fee for each rental dwelling unit listed on their license application for the year of disqualification. After disqualification, the owner may resubmit an application to participate in the Good Landlord Program for the next licensing year, only if the owner has corrected the problems leading to the disqualification and paid all amounts due with respect to the disqualification.

Lease Agreement Required:

All landlords participating in the Good Landlord Program must execute a lease agreement with each renter that includes a provision or addendum that explains the provisions and requirements of the program.

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Minimum Requirements of Participants of the Good Landlord Program:

Participants in the Good Landlord Program must operate and manage rental dwelling units in accordance with the following requirements:

- Attend and complete a landlord training program every two years. New and first time applicants are required to attend the course within six months of the date of application. For more information regarding the training program please call the Utah Apartment Association at (801) 487-5619 or the Taylorsville Business License Division at (801) 963-5400.
- Require criminal background checks for each new tenant over 18 years of age.
- Assure that landlord will pursue prompt eviction of any tenant for violation of any of the provisions of the Good Landlord Program.
- Initiate prompt eviction where legally permissible of any tenant for committing any crime related to property damage, illegal drug sales or trafficking, prostitution, violence of any kind, assault, or crimes involving weaponry.
- Assure that the rental dwelling unit is not a nuisance as defined in Chapter 9.08 (see Taylorsville City Code 9.08.030 available at www.taylorsvilleut.gov for more information).
- Provide at least one operable sink, toilet, tub, and shower, free from leaks and in a sanitary condition with hot water of at least one hundred ten degrees Fahrenheit (110° F).
- Provide at least one operable smoke detector for each room that is occupied or intended for sleeping purposes.
- Provide operable heating facilities sufficient to adequately heat the rental dwelling unit to a temperature of at least seventy-two degrees Fahrenheit (72° F).
- Provide a kitchen facility with at least one operative sink, free from leaks with hot water of at least one hundred ten degrees Fahrenheit (110° F) and cooking oven or stove.
- Provide and maintain windows in working order with operable locks and free from cracks or breaks in the glass. Windows shall fit the window openings and be weather tight.
- Assure that the rental dwelling unit is free from insects, termites, and rodents and be responsible for pet control measures when necessary.
- Provide adequate locks to all exterior doors.
- Provide and maintain appropriate garbage receptacles.
- Maintain paint, siding, stucco, brick, etc., in good repair, free from peeling, holes, or cracks.
- Maintain sidewalks, driveways, and walkways in good repair, free from unsafe conditions.
- Maintain fences in good repair, free from graffiti, peeling paint, damage, and able to stand upright as designed without propping or additional support.
- Provide at least two hard surface off-street parking spaces for each rental dwelling unit. Such off-street parking may not be on landscaping or gravel.
- Encourage annual meetings for rental dwelling tenants, initiated by the rental dwelling owner or the owner's agent, to discuss tenant concerns and review rental dwelling licensing rules.
- Assure no tenant will be retaliated against as a result of reporting violations of a lease agreement, rental dwelling management agreement, or City Code.
- Assure that the rental dwelling unit is in compliance with the requirements of City Code.

Avoiding Common Problems:

The City of Taylorsville recognizes that the timely issuance of business licenses is of the utmost importance to many business owners. As a result it is recommended that applicants for new business licenses consider the following factors that could result in unwanted delays in the approval process:

- Landlord Training.** Participants of the Good Landlord Program are required to attend a training program through the Utah Apartment Association within six months of the date of application and attend a refresher course at least every two years. Failure to meet these deadlines will result in disqualification from the Good Landlord Program. Please contact the Utah Apartment Association at (801) 487-5619 or www.uaahq.org for more information
- Building improvements.** Improvements to residential spaces often require a *building permit*. Before beginning any building improvements, contact the Taylorsville Building Division for more information.

Helpful Phone Numbers:

The following phone numbers may be helpful for you in licensing your rental dwelling in Taylorsville:

- Taylorsville Building Division (801) 955-2030
- Taylorsville Business License Division: (801) 963-5400
- Taylorsville Planning and Zoning Division: (801) 963-5400
- Unified Fire Authority: (385) 468-9030
- Utah Apartment Association: (801) 487-5619

City of Taylorsville

Community Development Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84129
Phone: (801) 963-5400 Fax: (801) 955-2052



RESIDENTIAL RENTAL LICENSE APPLICATION

Application For: New Business Change of Ownership Add Dwelling Remove Dwelling
Rental Type: Apartment Complex Multi-family Building Duplex Single Family Rental(s)

Name of Applicant: _____

Business Name (if applicable): _____

Mailing Address: _____

(Street Address - No P.O. Boxes)

(City)

(State)

(Zip)

Business (Rental) Location: _____

(Street Address - No P.O. Boxes)

(City)

(State)

(Zip)

Business Phone: _____ **Fax:** _____

Home Phone: _____ **Cell Phone:** _____

Email: _____

Ownership Type: Corporation LLC Partnership Sole Proprietor

If Corporation, List Corporation Name: _____

Contact/Responsible Party Information:

Information On: Sole Proprietor Partner* President Property Manager

Name: _____ **Phone:** _____

Address: _____

Email: _____

Information On: Property Manager Partner*

Name: _____ **Phone:** _____

Address: _____

Email: _____

*Please note that this information is required for all partners – attach additional sheets if necessary

I have been informed of the Good Landlord Program and [I do] or [I do not] wish to participate at this time.

New Applicants of the Good Landlord Program must also submit a Good Landlord Program Application and Good Landlord Program Agreement in order to participate in the program.

Total Number of Rental Units: _____ **Is a Building Remodel Proposed?** Yes No

Estimated Starting Date: _____

This form is an application for a business license only. Please note that the completion of the *Residential Rental Business License Application* and payment of all applicable fees does not constitute approval to operate a rental dwelling. The dwelling may be rented only after all applicable approvals and a business license has been issued. Operating a business without an approved business license constitutes a Class "B" Misdemeanor.

I, _____, hereby agree to conduct said business strictly in accordance with all Taylorsville Codes governing such businesses and certify under penalty of perjury, that the information contained herein is true and correct.

Signature: _____ **Date:** _____

For your information...

For more information regarding the business license application process, please refer to Taylorsville information form **L-13 Rental Dwelling Licensing Information** available from the Community Development Department at Taylorsville City Hall or www.taylorsvilleut.gov.

Distribution: Office (White) Code Enforcement (Blue) Customer (Gold)

Office Use Only

Date Received: _____

City ID #: _____

Receipt #: _____

Code #: _____

GLL Request: Yes No

GLL Approved: Yes No

No. of Units: _____ @ _____

Base Fee: \$ _____

Disproportionate Fee: \$ _____

Other _____: \$ _____

Total: \$ _____

Comments: _____

Planning Department

Zoning Designation: _____

Parcel #: _____

Reviewed By: _____ Date: _____