



Roy City Rental Dwelling Unit License Application

Community & Economic Development • 5051 South 1900 West • Roy, UT • 84067
Phone: (801) 774-1040 Fax: (801) 774-1030 www.royutah.org

RENTAL DWELLING UNIT LICENSE INFORMATION

APPLICATION DATE: _____ 20_____

License Status (check all that apply): New License Name Change Ownership Change

RENTAL License Name: _____

If you use a business name, has this name been registered with the State of Utah, Commerce Department? Yes No

Registration #: _____ - _____ If no, please apply at <http://www.business.utah.gov/registration>

RENTAL LOCATION: Address: _____ Unit #(s): _____

(Check one) Single Duplex (Owner occupied? Yes No) Multiple Units – How many units? _____

Manager's Name: _____ Phone: _____

Manager's Email: _____

(If licensing more than one property, please list the additional rental properties on a separate sheet)

OWNER INFORMATION

Owner Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____

Driver's Lic #: _____ State _____ Email Address: _____

LICENSING Contact Name: _____ Phone: _____

CONTACT/ Address: _____

Mailing Info: City: _____ State: _____ Zip Code: _____

Contact Email Address: _____

COMPLETE THIS SECTION IF A CORPORATION, S-CORPORATION, PARTNERSHIP, LLC OR OTHER

Are you a: Corporation Limited Liability Co (LLC) S Corporation Partnership Sole Proprietorship
 Other _____

Corporate Name: _____

Corporate Officers/Partners/Members: 1. _____ 2. _____

3. _____ 4. _____

Corporate Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ Email Address: _____

OFFICE USE ONLY

Total Amount Due: _____

Receipt # _____

Date _____

LICENSE OFFICER

LICENSE #

ADDITIONAL INFORMATION FOR RENTAL DWELLING LICENSE

Please attach a copy of the *Property Information Form & Fit Premises Questionnaire* for each rental dwelling unit.

I have been informed of the Good Landlord Program and I DO _____ or DO NOT _____ wish to participate at this time.

No landlord shall qualify for discounts under the good landlord incentive program unless all of the minimum requirements are met at the time of application for a rental dwelling license.

The Landlord, or the Landlord's bona fide agent for all aspects of property management, and all managers of the landlord responsible for the day to day management of the rental dwellings must complete a landlord training approved by the City within the two (2) year period immediately preceding the date of application or certification. If the property is held in joint or common ownership only one of the owners need apply and qualify under the program.

New applicants of the Good Landlord Program must obtain and submit a copy of the certificate showing attendance and completion of the Good Landlord training. This must be submitted to our office within 6 months of the date of application to qualify for approval. Proof of training will be required every two (2) years from the training certificate date, thereafter.

CERTIFICATE #: _____ EXPIRATION DATE: _____

APPLICANT'S AGREEMENT

RESIDENTIAL RENTAL LICENSE FEE:

Good Landlord Base Fee: Participant \$40.00 or Non Participant \$145.00: \$ _____

DISPROPORTIONATE SERVICE FEE:

Good Landlord Participant: \$8.50 per unit X _____ unit(s): \$ _____

Non Good Landlord Participant: \$33.00 per unit X _____ unit(s): \$ _____

TOTAL DUE: \$ _____

These forms including any supplemental applications are for a rental dwelling license. The actual license will be issued only when the licensee is found to be in compliance with all local, state, and federal building codes and zoning ordinances and all inspections are completed and approved by the necessary City departments. Missing or incomplete information on this application may significantly increase approval time.

It is unlawful for any person to engage in business with the city without first obtaining a license.

Business licenses (and Rental Licenses) shall not be transferred from one person to another.

I, the undersigned, hereby agree to conduct said business strictly in accordance with all Roy City codes governing such business, and swear under penalty of law that the information contained herein is complete, truthful and accurate to the best of my knowledge and current belief. I understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I also acknowledge the responsibility to renew the Roy City rental dwelling unit license annually, on or before December 31st. If the renewal fee, plus any disproportionate fee due, is not paid on or before January 31st, penalty fees shall be imposed and shall become part of the license fee.

Applicant Signature: _____ Date: _____

Please Print Your Name: _____

OFFICE USE ONLY

Planning Department:	_____ Approved	_____ Denied	Date: _____
Building Department:	_____ Approved	_____ Denied	Date: _____
Code Enforcement	_____ Approved	_____ Denied	Date: _____
Police Department	_____ Approved	_____ Denied	Date: _____
Fire Department	_____ Approved	_____ Denied	Date: _____

COMMENTS: _____