



Business License Application
Rental Dwellings/Good Landlord Program

City of West Jordan
8000 Redwood Road
West Jordan, UT 84088-4604
Phone: 801-569-5135
Fax: 801-569-5049
Email businesslicense@wjordan.com
www.WJordan.com

APPLICANT INFORMATION

Notice: West Jordan Business License applications require approval before the license can be issued. No immediate privilege is granted with the completion of an application.

Account #: _____ Owner ID #: _____
Business Name (if applicable): _____
Mailing Address: _____
Property Owner Name(s): _____
Property Owner Mailing Address: _____
Owner's Email Address: _____ Phone#: _____
Driver's License: _____ DL State: _____ Owner's SSN#: _____
Owner's Birth Date: _____

Under state and federal law, we are prohibited from processing this application or issuing a license to any person who fails to provide this information.

Check one:
I am a U.S. citizen. SSN#: _____
I am a Qualified alien under *U.S.C. 1641 and am present in the U.S. lawfully. I-94: _____
Alien #: _____

Property Management Company: _____ Contact Name: _____
Manager's Address: _____
Manager's Email Address: _____ Phone#: _____

RENTAL PROPERTY INFORMATION

1. Rental Dwelling Address: _____
Property Type: Single Duplex Condo Multi-Unit (#of Units): _____
OFFICE USE ONLY Parcel ID: _____ Acct. # _____
2. Rental Dwelling Address: _____
Property Type: Single Duplex Condo Multi-Unit (#of Units): _____
OFFICE USE ONLY Parcel ID: _____ Acct. # _____
3. Rental Dwelling Address: _____
Property Type: Single Duplex Condo Multi-Unit (#of Units): _____
OFFICE USE ONLY Parcel ID: _____ Acct. # _____

Fee Calculation

I have read the Good Landlord Agreement. Yes No

I have been informed of the Good Landlord Program and will be participating. Yes No

Applicants that choose to participate in the Good Landlord Program will have 90 days from the time of application submission to complete the Good Landlord Education class.

SECTION A:	Base Fees	Amount
Application Fee:	(one-time fee)	\$50
License	Annual	\$75
SUBTOTAL A:		\$125

SECTION B:	Non-Member Standard Annual Fees (Per Unit)	OR	Good Landlord Member Annual Fee (Per Unit)	X	Number of Units	Subtotal
Single Family:	\$200	OR	\$7	X	=	
Duplex:	\$65	OR	\$7	X	=	
Multi-Family:	\$70	OR	\$7	X	=	
Condominium:	\$60	OR	\$7	X	=	
SUBTOTAL B:						

SECTION C:	Additional Base Fees for Multi- Unit Facilities	Amount
Number of Full-time Employees	_____ x \$3.00 =	
Number of Part-time Employees	_____ x \$1.50 =	
SUBTOTAL C:		
TOTAL of A & B & C:		

Please check the box if the following statement is true.

"I declare that I have examined the information on this form and to the best of my knowledge and belief; they are true, correct, and complete."

By selecting the checkbox above, you adopt this as your electronic signature. Once applied to your document, your electronic signature will have the same legally binding effect as your current pen-and-paper signature, whether the electronic signature appears in digital form online, or in printed documents created by the City of West Jordan. Furthermore, by selecting the checkbox or by signing below, you agree to be bound to the terms of the document that you signed. A rental dwelling business license grants no exemption from, nor waives any noncompliance with, the City's criminal, building, health or zoning ordinances, whether in connection with the business activities, the persons conducting the business or the designated location. It is the licensee's responsibility to understand and comply with these ordinances.

Date: ____/____/____

City of West Jordan

Print Name of Owner

Authorized Business License Official

Authorized Signature of Owner
(If signing in person)

Effective Date _____



Good Landlord Agreement
Keep for your records

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This Agreement is made and entered into by the City of West Jordan (“the City”), by and through its designated business licensing official, and the Good Landlord named and signing below.

Whereas the City is willing to discount its per-rental unit fees in consideration of the Landlord acting and performing as contemplated and described in this Agreement; and

Whereas Landlord desires the offered discount, being substantial, and is willing to be bound by Landlord’s agreements herein set forth,

IT IS THEREFORE AGREED

1: Tenant screening: Owner shall perform all of the following screening requirements for all tenants prior to move in:

A: Application: Owner shall require each prospective tenant to complete a rental application, which shall include the tenant’s personal and pertinent financial information. Owner shall keep the application on file for the full term of the lease.

B: Criminal background check: Owner shall obtain a criminal history for each tenant as well as each occupant of the premises, who is 18 years or older, Owner shall keep all criminal histories on file for the full term of the lease.

C: Driver’s license or state identification: Owner shall require every prospective tenant as well as each occupant of the premises, who is 18 years or older, to provide a driver’s license or state identification card, which Owner shall copy and keep on file for the full term of the lease.

D: Credit check: Owner shall obtain a credit history from every prospective contract-signing tenant over the age of 18. Owner shall keep the credit application on file for the full term of the lease.

E: Income/employment verification: Owner shall obtain income/employment verification from every prospective contract-signing tenant.

F: Rental references: Owner shall obtain contact information for all of a prospective tenant’s previous landlords within the last three years, and the Owner shall contact these previous landlords to determine the credit and tenant history of each prospective tenant.

2: Tenant selection: Owner shall consider the following criteria, at a minimum, for tenant selection and will refuse to rent to any prospective tenant or other proposed occupant who:

A: Provided false information to the Owner on the application or otherwise;

B: Within the past three (3) years has been convicted of (1) any felony; or (2) any drug or alcohol related crime, sex crime, violence of any kind, assault, or crimes that involve weaponry of any kind; or (3) is currently on probation or parole.3: Eviction: Owner shall promptly evict tenants that do not meet the requirements of this Chapter or are or become involved in illegal activities.

3: Executed lease: Owner shall execute a valid, written lease agreement or rental agreement with each tenant, which shall include the provisions listed in any Owner training packet prepared by the licensing authority, and those set forth in this chapter.

4: Owner training: As part of the continuing education requirement in subsection 4-20-3.A.2, Owner agrees to attend and complete a City-approved 4-hour Owner training program every two years.

5: Inspections: City officials shall be permitted to make an inspection to enforce this Agreement or the City Code, and may enter any building or may enter upon any premises during regular business hours; or, if there are no regular business hours, the officers or their authorized representatives shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. If the Owner or other responsible person refuses to allow the City’s enforcement officers to enter and inspect the property, the officer may obtain and execute a search warrant.

6: Entry upon proper request: No owner, occupant or any other person having charge, care or control of any building or premises shall fail or neglect, after proper request or warrant is made, to properly permit entry therein by the City officer for the purpose of inspection and enforce of this title.

Good Landlord Agreement

Keep for your records

7: Real Property Maintenance: All real property used for a rental dwelling unit will have proper landscaping, regular cleaning, securing, ongoing repair, and maintenance of the premises in a manner that will:

A: Prevent fire hazards.

B: Prevent insect, rodent and other vermin harborage.

C: Prevent induction of hazardous pollutants into the air.

D: Prevent spreading of vegetation that threatens the public health, safety, or welfare.

E: Enhance the appearance of property, increase property values and encourage neighborhood creation and maintenance within the city.

F: Foster or improve the city's image, property values, and neighborhood success.

G: Lawfully dispose of cuttings from grass, weeds or solid waste.

H: Effectively secure any vacant structure.

I: Lawfully dispose of any unsightly or deleterious objects or structures.

J: Promptly remove or erase graffiti on any structure located on the premises

8: City's obligations: The City shall perform as follows:

A: Per-Rental Unit Fee Discount: The Owner shall receive the discounted per-rental unit fees for members of the City's Good Landlord Program, as set forth in the City's fee schedule, for so long as the Owner is allowed to participate in the Program.

B: Notification of Problems: The City will promptly notify the Owner concerning any criminal activity or City code violations by a tenant.

C: Discretionary waiver: The City reserves the right to waive, amend or otherwise forgive Owner's violation of this agreement, if, at the City's sole discretion, grounds exist for such a determination.

9: The City may terminate this Agreement if:

A: Owner fails to fulfill its obligations under this agreement.

B: Owner has more than (2) total unresolved violations of the City Code and/or any other law of a governing authority, in any calendar year.

10: In the event of termination of participation in the Program, the Owner shall not be relieved of liability to the City for damages sustained by virtue of any breach of the program agreement by Landlord.

11: If this Agreement is terminated, Owner shall immediately pay the city its accrued annual per-rental unit fee, less the discount already paid, plus any other penalties provided by this chapter for breach or violation.

12: This Agreement is binding upon Owner's heirs, successors, purchasers and agents.

13: The Good Landlord Program may be terminated at any time by the City Council of the City and Owner shall have no vested rights except that if Owner is in good standing at the time the City Council terminates the Program, Owner will not be required to pay back any discount Owner received with respect to per-rental unit fees.