

**SALT LAKE CITY CORPORATION APPLICATION FOR NEW BUSINESS**  
**451 South State Street #225 / PO Box 145458 • Salt Lake City, UT 84114-5458 Phone (801) 535-7980**  
**All Application Fees Are Non-Refundable**

**RESIDENTIAL RENTAL DWELLING**

**A. Name of Apartments/Rental Property** \_\_\_\_\_

(IF YOU DO NOT HAVE A NAME –LEAVE BLANK) Has the business name been registered with the State of Utah, Department of Commerce?  Yes  NO

**Residential Rental Dwelling is for a period of one month or longer.**

Rental Dwelling Address \_\_\_\_\_

Total dwellings units at this location (Include owner occupied) : \_\_\_\_\_ Total rental units at this location: \_\_\_\_\_

Where do you want the yearly renewal notice mailed to: \_\_\_\_\_

(Street Number) (City) (State) (zip)

**B. Ownership Type:**  Corporation  Partnership  Proprietorship (owner)  LLC

If Corporation or LLC, list Corp. /LLC name \_\_\_\_\_ Federal Tax Number: \_\_\_\_\_

(Attach a copy of Certificate of Incorporation/LLC)

**C. Owner Information:**  Primary Contact  Secondary Contact **(ATTACH A COPY OF DRIVERS LICENSE OR ID CARD)**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Drivers License/ID Card Number: \_\_\_\_\_ State \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 (Street Number) (City) (State) (Zip)

Home Address \_\_\_\_\_  
 (Street Number) (City) (State) (Zip)

If you are an out-of-state owner, you are required to appoint an in-state agent by Special Power of Attorney (attached).  In State Owner  Out of State Owner

OTHER OWNED RENTAL PROPERTIES IN SALT LAKE CITY. Please submit a separate application for each rental property owned. If you already have a business license on a property owned, please identify by license number(s): \_\_\_\_\_

**D. Manager/Agent Information:**  Primary Contact  Secondary Contact

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address (required): \_\_\_\_\_ Drivers License/ID Card Number: \_\_\_\_\_ State \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 (Street Number) (City) (State) (Zip)

Home Address \_\_\_\_\_  
 (Street Number) (City) (State) (Zip)

**E. Landlord/Tenant Initiative Program:**

Do you wish to be a participant in the Landlord/Tenant Initiative?  Yes  No (See participation information sheet for details).

If yes:  Management Agreement Attached.  Landlord Training within 6 months  **Self Inspection Attached** (this form is required with applications)

This form is an application for a residential rental property business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when all inspections are completed and signed off by the various City departments and approval is given by the Business License Office. Salt Lake City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. **To open and/or operate a business without final approval is a Class "B" misdemeanor and is subject to a \$1,000 fine and/or six month sentence.**

I, \_\_\_\_\_ hereby agree to conduct said business strictly in accordance with all Salt Lake City codes governing such business, and swear under penalty of law that the information contained herein is true and correct. I/we also understand that to falsify any information of this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I/we also agree that the signature on this application constitutes waiver of confidentiality as it pertains to a background investigation, if deemed necessary.

\_\_\_\_\_  
 Authorized Signature (**PROPERTY OWNER**)

\_\_\_\_\_  
 Date

City ID Number:

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

**License Fees:**

<u>License Fees:</u>	<u>Code:</u>	<u>Amount:</u>
Base Fee	120601	\$ _____
Rental Dwelling @ \$ _____ ea X _____ Units	120444	\$ _____
Employees @ \$ _____ ea X _____ (Full/Part Time)	120612	\$ _____

**Total:**

\$

Keep This Box Clear