





## Business License Application Rental Dwelling/Good Landlord Program

City of West Jordan  
8000 Redwood Road  
West Jordan, UT 84088-4604  
801-569-5135  
Fax: 801-569-5049  
Email: [businesslicense@westjordan.utah.gov](mailto:businesslicense@westjordan.utah.gov)  
[www.westjordan.utah.gov](http://www.westjordan.utah.gov)

*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. Applicants are required to provide updates to the licensing authority on the sale or purchase of rental properties for licensing, billing, and records purposes.*

### Fee Calculation

I have been informed of the Good Landlord Program. Y / N I will be participating. Y / N

*Applicants that choose to participate in the Good Landlord Program will have 60 days from the time of application submission to complete the Good Landlord Education class. Info for class is found at [www.uaahq.org](http://www.uaahq.org).*

SECTION A:	Base Fees	Amount
Application Fee:	(one-time fee)	\$53
License	Annual	\$44
	<b>SUBTOTAL A:</b>	<b>\$97</b>

SECTION B:	Non-Member Standard Annual Fees (Per Unit)	OR	Good Landlord Member Annual Fee (Per Unit)		Number of Units		Amount
Single Family:	\$168	OR	\$21	X		=	
Duplex:	\$34	OR	\$21	X		=	
Multi-Family:	\$171	OR	\$21	X		=	
Condominium:	\$171	OR	\$21	X		=	
Mobile Home:	\$32	OR	\$21	X		=	
Accessory Dwelling Unit	\$168	OR	\$21	X	Only one unit allowed		

SECTION C:	Additional Base Fees for Multi- Unit Facilities	Amount
Number of Employees _____ x \$8.00 =		
Multi-unit Clubhouse Fire Inspection	\$40	
	<b>TOTAL of A &amp; B &amp; C:</b>	

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."

\_\_\_\_\_  
(Property Owner's Signature)

\_\_\_\_\_  
(Date)

*If filled out online: By checking the box 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.*

*By selecting the box and by signing above, 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.*



## Good Landlord Agreement

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 by acknowledging on the Rental Dwelling Application.

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

I: Tenant screening: Owner shall perform all 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.

8: 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.

C: 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.

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

E: Rental references: Owner shall obtain contact information for all 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.

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 training program every four years.

5: Inspections: City officials shall be permitted to inspect 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.

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.

8: 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 can 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.

Good Landlord Training:

Utah Apartment

Association (UAA) 448

East Winchester, Suite 460

Salt Lake City, Utah 84107

888-244-0401 or

801-487-5619

www.uaahq.org

## 13-5B-8: ACCESSORY DWELLING UNITS:

### A. All accessory Dwelling Units.

1. Accessory dwelling units shall comply with all applicable building, health, and fire codes.
2. Only one accessory dwelling unit is allowed per property either internal or external. At no time will both an internal and external accessory dwelling unit be allowed on the same property.
3. Accessory dwelling units are prohibited on properties if the primary dwelling is served by a failing septic tank.
4. The property owner shall obtain a business license if renting the primary or accessory dwelling unit.
5. A minimum of one (1) off street, nine foot (9') by eighteen foot (18') parking space constructed of asphalt or concrete, in addition to those already required, shall be provided for accessory dwelling units. Accessory dwelling unit parking may not be in tandem with required parking of the primary dwelling or obstruct the required parking of the primary dwelling.
6. The primary dwelling is required to maintain the minimum parking standards for the primary dwelling, including the two car garage parking requirement, where applicable. Attached garages required and approved as part of the primary dwelling unit may not be converted to an accessory dwelling unit unless the required two car garage is replaced on the property meeting all requirements of 2009 City Code.
7. Accessory dwelling units are not allowed with any multi-family, mobile homes, or any form of attached housing units.
8. In all cases an Accessory Dwelling Unit shall remain subordinate and accessory to the primary dwelling unit.
9. An accessory dwelling unit must provide living areas for eating, sleeping and sanitation facilities separate from the primary dwelling unit.
10. The installation of a separate utility meters for accessory dwelling units is prohibited.
11. A notice of present condition will be recorded on the title of any property that has an accessory dwelling unit.

### B. External Dwelling Units.

1. External Accessory Dwelling Units (EADU) are only Permitted in the R-1-10, R-1-12, R-1-14, RR, RE. zones. EADUs in the PC, LSFR and VLSFR zone are only allowed on platted lots 10,000 square feet and larger.
2. Detached accessory dwelling structures must be built on a permanent foundation which meets the Building Code.
3. External Accessory dwelling units shall be located on the same lot with the principal building and the footprint area shall be less than the principal building.
4. External Accessory Dwelling Units are permitted in rear yards only and shall not cover more than twenty percent (20%) of the rear yard.
5. Setbacks for External Accessory Dwelling Units are: Six feet (6) from primary dwelling; fifteen feet (15) from rear property line; eight feet (8) from internal side property line and twenty feet (20) from the corner side property line.
6. External Accessory Dwelling Units (EADU) design and materials shall be similar to and compatible with the design of the primary dwelling and shall be approved by the Design Review Committee.
7. Lots with external accessory dwelling units are subject to all maximum building coverage requirements of city code.