



RENTAL DWELLING LICENSE REQUIREMENTS

NEW RENTALS

- » Provo City application
- » Proof of ownership of the property (Land Records or the deed). You may access this information at www.co.utah.ut.us/land-records/addresssearch.form.asp.
- » Copy of property owner's picture ID.
- » If you have your property under an LLC or DBA, you will need to bring proof of the registered name of your business with the Department of Commerce. Any changes made, will require a copy of those changes along with the land records.
- » If you reside outside of Utah, you are required to have a local registered agent, or property manager for your property. You will need to complete a Disclaimer Document (see below), and provide this agent with limited Power of Attorney. The Disclaimer Document will need to be notarized. The registered agent, or property manager, is required to live within a 20 mile radius of the property..
- » Fees are \$20.00 for one unit and \$60.00 for a Duplex and more than one unit.

ADDING ADDITIONAL PROPERTY

- » If you are adding a new property to an existing license, the same requirements apply as if it was a new rental.
- » If you currently have a license for one unit, and add an additional property, a \$40 fee will need to be paid.
- » If you already have a license for multiple units, and have already paid the fee for those units, no new fees will be required.

**** If you are buying a home from existing owners, the rental dwelling license is not transferable. You will need to apply for a Rental Dwelling license. This will not affect your renters, they may remain in the home.**

When a license is issued, it will be valid from the date of approval through July 31st each year.