



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.utahcounty.gov/LandRecords/AddressSearchForm.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.

***Important Information:**

- » If owner resides outside of Utah, you will need a registered agent with a disclaimer and a property manager. The registered agent and the manager can be the same person if they live within 20 miles of the property. The Disclaimer Document will provide the agent limited Power of Attorney and must be notarized.
- » If the owner lives further than 20 miles from the property, they need a property manager.
- » 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.

NAME CHANGE

- » A letter regarding the name change from what is currently on record to new name
- » Proof of the registered name of your business with the Department of Commerce, or a copy of the Articles of Incorporation.
- » Proof of permanent Sales Tax number, temporary will not be accepted, (if applicable to your business).
- » Copy of picture Government ID.
- » Non-refundable \$10 fee.

** 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 anniversary date to anniversary date.



OFFICE USE ONLY

License Number _____
Date _____
License Fee _____
CSR Initials _____

PROVO CITY CORPORATION
RENTAL DWELLING APPLICATION

351 W Center Street
Provo, UT 84601
Phone: 801 852 6000

Application Type:
[] New Application
[] Name Change
[] Additional Property

Fees: \$20 for one rental dwelling unit
\$60 for more than one rental unit
\$10 for Name Change

SECTION 1: SOLE OWNER INFORMATION (See Section 2 if owner is a business)

Full name of owner on title as registered on land records _____
Address of Rental Property _____
Mailing Address (NO PO BOXES) _____ Date of Birth _____
City _____ State _____ Zip Code _____
Contact Phone Number _____ Cell _____ Email _____

SECTION 2: OWNER/BUSINESS (UTAH DIVISION OF CORPORATIONS) INFORMATION

Entity Type: [] Limited Liability Company (LLC) [] General Partnership [] Corporation
[] Limited Liability Partnership (LLP) [] Limited Partnership (LP)

Sub Entity Type: [] Foreign (Domiciled Outside of Utah) [] Doing Business as (DBA)

(Enter rental addresses in section 7)

Business Owners Name _____
Owner [] Officer [] Agent (check one) State Tax Number _____
Name of Property as registered on land records _____
Mailing Address (No PO Boxes) _____ Date of Birth _____
City _____ State _____ Zip Code _____
Contact Phone Number _____ Cell _____ Email _____
Registered Agent/Officer _____
Address _____ Date of Birth _____
City _____ State _____ Zip Code _____
Contact Phone Number _____ Cell _____ Email _____

SECTION 3: REGISTERED AGENT INFORMATION

Complete Section 3 If property owner lives outside the State of Utah, they will need a registered agent with Disclaimer and property manager(see Disclaimer Document).

Legal Rep/Agent Name (with limited power of attorney) _____
Address _____
City _____ State _____ Zip Code _____
Date of Birth _____ Contact Phone Number _____ Cell _____
Email _____

SECTION 4: PROPERTY MANAGER INFORMATION

Complete Section 4: **If Owner lives further than 20 miles from rental property. (Manager must live within 20 miles of property)**

Property Name (if applicable) _____
Property Manager Name _____
Address _____
City _____ State _____ Zip Code _____
Contact Phone Number _____ Cell _____ Email _____

SECTION 5: LIABILITY INSURANCE INFORMATION

Must have this information filled out.

Insurance Company Name _____ Policy Number _____
Representative _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

SECTION 6: BUILDING INFORMATION

Rental Dwelling Type: Condo Duplex Triplex Fourplex
 Single Family Dwelling Apartment (5 or more units)

SECTION 7: INDIVIDUAL PROPERTY INFORMATION

If you own multiple properties under different license numbers you must complete a separate property information form for the properties pertaining to that license number.

Property	Address	#Units in your property	Occupants per dwelling	#Parking Spaces	Insurance Policy #
Example	<u>133/136/138 W 300 S</u>	<u>4,4,2</u>	<u>3</u>	<u>2</u>	<u>MA054321</u>

1. _____
2. _____
3. _____
4. _____

(Please list additional properties on another page)

This form is an application for a rental dwelling business license. As the property owner or responsible agent, I (we) hereby certify, to the best of my knowledge or belief, that the information submitted in this application is accurate; that the use and occupancy of the rental dwelling(s) conforms to the applicable ordinances; and I agree to comply with the applicable ordinances.

Signed by _____ Print Name _____
(Owner of property or Registered Agent with disclaimer attached)

Date _____ Title _____

IF THERE ARE ANY CONFLICTS BETWEEN THIS FORM AND CHAPTER 6.26 OF THE PROVO CITY CODE, CHAPTER 6.26 SHALL PREVAIL.

When a license is issued, it will be valid from anniversary date to anniversary date.

DOCUMENT DISCLAIMER

The following Special Power of Attorney has been prepared for the convenience of rental dwelling owners who must comply with Section 6.26.040 of the Provo City Code. In relevant part, this section requires the owner of a rental dwelling who is not a Utah resident to designate in writing a power of attorney, in the name of a resident agent, for receipt of service for notice of violations of the Provo City Code and for service of process.

Provo City Corporation makes no representation whatsoever about the form, usability, or validity of this Special Power of Attorney. If you have any questions about the use of this document, you should seek the advice of an attorney who can advise you about the validity and the consequences of using this document.

SPECIAL POWER OF ATTORNEY

Be it acknowledged, that I, _____ (name of Principal) hereby appoint and grant a special power of attorney to _____ (Name of Agent) as my attorney-in-fact, to act as if I were actually present, with full power and authority to receive service for notice of any violation of the Provo City Code, and receive service of process, acknowledged by such agent, regarding any rental dwelling which I own within Provo City.

This Special Power of Attorney shall automatically be revoked upon my death; provided, however, that any person relying on this power of attorney shall have full rights to accept the authority of my attorney-in-fact until actual notice of revocation is received by Provo City.

My Agent shall not be liable for any loss that results from a judgment error that was made in good faith. However my Agent shall be liable for willful misconduct or the failure to act in good faith while acting under the authority of this Special Power of Attorney.

I authorize my Agent to indemnify and hold harmless any third party who accepts and acts under this document.

This Special Power of Attorney shall become effective immediately, and shall not be affected by my subsequent disability or lack of mental competence, except as may be provided otherwise by applicable Utah law.

(Principal)

(Date)

STATE OF _____

COUNTY OF _____

On this ____ day of _____ in the year _____, before me _____, a notary public, personally appeared _____ (name of Principal) proved on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged he executed the same. Witness my hand and official seal.

Notary Public

My Commission Expires: _____