

RENTAL DWELLING BUSINESS LICENSE APPLICATION



175 East 200 North
St. George, Utah 84770
Phone: 435-627-4740

Rental Dwelling Business License Information Sheet

- Rental Dwelling Business Licenses Expire June 30th of each year. The license is pro-rated all fees are cut in half on January 1st each year.
- A local agent (Washington County Resident) authorized to act for and on behalf of the owner for the purpose of receiving notices and performing the property owner's obligations is required to be listed on the application when the owner resides outside of Washington County.
- Three or more units may require an inspection by the City Code Enforcement Office prior to the issuance of the business license. The business license office will contact you to schedule the inspections.
- All changes to the Rental Dwelling Business License must be made in writing to the City Business License Department.
- Change of ownership requires a new application and must be made within thirty (30) days. Please notify the Business License Department if a rental unit is sold.
- **All properties** on a license must be owned by the same entity. The name on the business license must match exactly to the name recorded as the Owner with Washington County, therefore if the recorded owner does not match exactly another license must be purchased.
- Owners that are LLC's or S or C Corporations must provide Articles of Organization, if the person filling out the application is not on the Articles you must provide documentation showing proof of signing authority.

The receipt of payment by the Business License Department for the Rental Dwelling License does not constitute approval to start the leasing of the unit to others. The actual Business License will be issued only when all inspections are completed and signed off by the Code Enforcement Office and approval is given by the Business License Officer. The City of St. George shall not be held responsible for delays in processing an incomplete application or for property improvements, and other business expenditures that occur prior to the issuance of the Business License.

Failure to obtain a Rental Dwelling Business License is a class B misdemeanor and is subject to a \$1000.00 fine and/or six month sentence for each day the violation occurs.

RENTAL DWELLING BUSINESS LICENSE APPLICATION

License Number: _____ Date: _____

Number of Units: _____ License Officer: _____

City of St. George
175 East 200 North
St. George, Utah 84770

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New Change of Ownership Change of address Other: _____

PROPERTY OWNER/APPLICANT INFORMATION

1. Name of Applicant **First** **Middle** **Last**

2. Residential Address of Applicant **City** **State** **Zip**

3. Mailing Address (if different from above) **City** **State** **Zip**

4. Business Phone **Home Phone** **Cell Phone** **Email**

5. Business is a: Sole Proprietorship Partnership Corporation Limited Liability Company Other: _____

List Names of Owner(s), Partners, Corporate Officers, Etc. (Please attach additional sheet if needed)

Name **Address** **Phone Number**

LOCAL AGENT/PROPERTY MANAGER INFORMATION

7. Name **Address**

8. Business Phone **Cell Phone** **Home Phone**

PROPERTY INFORMATION (Please attach additional sheet if needed)

9. Condo Duplex Triplex Fourplex Single Family Apartment Other: _____

ADDRESS OF UNIT(S) Inspections are required for three or more rental dwelling units

	Year Built:	Name of Occupant(s):
1.		
2.		
3.		
4.		
5.		

LICENSE FEE (PRO-RATE JANUARY 1 TO \$25.00 plus \$5.00 local Agent Fee/Property Manager)

10. **\$50.00 plus \$10.00 Local Agent Fee/Property Manager** **Total Due:** _____

I understand that falsifying any information on this application constitutes sufficient cause for rejection or revocation of my license. I also understand that the City License Officer may require additional information as permitted by the ordinance, and also agree to supply the same as part of this application. I understand the License will Expire June 30 and it is my responsibility to renew the License without further notification from the City of St. George.

Authorized Applicant Signature **Title** **Date**