

Frequently Asked Questions

Q. Where can I attend a Landlord Training Class? A. Registration is taken by contacting one of the following agencies:

- Utah Apartment Association
(888) 244-0401 / www.uaahq.org
- The Good Landlord

(801) 554-0475 / www.TheGoodLandlord.net

Q. If a landlord lives in Clearfield and owns a rental unit in Layton, do they need a Clearfield Rental Dwelling License?

A. No. A Rental Dwelling License is only required if the rental dwelling unit is located within Clearfield City.

Q. How do I know if my rental dwelling is legal?

A. Contact the City's Planning Division at (801) 525-2785.

Q. If I have not completed a Landlord Training Class at the time I apply for my license, can I still join the Program?

A. Yes, but you must complete the training within six (6) months from the date of your application.

Q. I completed a Landlord Training Class in another City. Do I have to repeat it?

A. No, as long as your certificate of completion has not expired, it will be accepted by Clearfield City.



Clearfield City

If you have any questions or concerns, please contact the City's Business License Official at 801.525.2781 or rentals@clearfieldcity.org

Clearfield City Municipal Building
55 South State Street
Clearfield UT 84015

www.clearfieldcity.org

Informational Series

Rental Dwelling Licenses and the Good Landlord Incentive Program

Clearfield City Rental Dwelling Licenses

Title 4, Chapter 7 of the Clearfield City Municipal Code requires that all persons who own or operate a rental dwelling unit within the City obtain a Rental Dwelling License. A rental dwelling is “any individual dwelling unit or portion thereof that is rented, loaned, let or hired out to be used or occupied as a home or residence. Rental dwelling unit includes any single family home, duplex, town-home, condominium, or apartment when used for such purposes.”

Each landlord or owner is required to obtain only one (1) Rental Dwelling License, regardless of the number of rental dwellings he or she controls.

Rental Dwelling Licenses may be obtained from the City’s Community Development Department. The License must be renewed annually.

Applications for a Rental Dwelling

License shall contain the following information:

1. A record of each rental dwelling unit owned by the applicant, including the address, and number of units.
2. A valid email address for the owner and property manager of each rental dwelling unit.

3. A signed statement certifying the rental dwelling unit’s compliance with applicable safety and building codes.

The cost of a new License is \$190. Renewals are \$64. In addition to the License fee, an additional “Disproportionate Service Fee” is required.

The fees are listed below:

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| Single Family Units | \$66.50 per unit |
| Duplex Units | \$12.50 per unit |
| 3/4 Plex Units | \$92.00 per unit |
| Multi-Family Units | \$67.00 per unit |
| Mobile Home Units | \$49.50 per unit |

Good Landlord Incentive Program

The purpose of the Good Landlord Incentive Program is to provide Clearfield’s landlords with training and resources that enable them to reduce criminal activities and eliminate code violations on their properties.

All landlords are eligible to participate in the Program, but participation is not required. Landlords who choose to participate will receive a significant discount on license fees and Disproportionate Service Fees.

The cost of a new License for Good Landlord Program participants is \$30. Renewals are \$64. The Disproportionate Service Fee is reduced to only \$7.00 for Single-Family units, Multi-Family, Mobile Home units, \$3.00 for Duplex units, and \$9.00 for 3/4 Plex units. A new landlord with ten (10) rental dwelling units will save over 81% on their fees by participating in the Program!

Program Requirements:

• Landlords Shall:

1. Complete the Good Landlord Program Agreement.
2. Complete an approved Landlord Training Class.
3. Require detailed rental applications from prospective tenants.
4. Refuse to knowingly rent to any person who has been convicted of any crime outlined in the program.
5. Obtain and keep current all business licenses and licensing fees applicable to all of the landlord’s rental dwellings.

• Rental Dwellings Shall:

1. Be an allowed or otherwise legal use under the City’s zoning ordinance.
2. Be owned and maintained in compliance with City ordinances affecting the use, care and maintenance of real property.