



Qualifying as an Eligible Good Landlord Program Training Provider

Community Development, Business Licenses
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The Clearfield City Community Development provides the following requirements for good landlord program (GLP) training providers. Interested individuals and organizations are invited to submit the materials described below in order to apply for approval as an eligible provider of GLP training recognized by Clearfield City.

Foreword

In July 2008, the Clearfield City Council adopted Ordinance No. 2008-04 to regulate the business licensing of landlords of rental dwellings. The city administration wishes to maintain open dialogue with rental property owners to promote successful landlord practices. Good landlord programs have been identified as a means to benefit both the City and rental property owners alike. The principles and techniques taught in these programs have helped to protect both landlords and tenants from common pitfalls. Where problems are reduced between these parties, fewer city resources (i.e. Police, fire, code enforcement, building, planning and zoning) are required. Additionally, the landlord's businesses may become more profitable and tenant housing more often tends to meet those standards required by law.

In order to encourage landlords to participate in a good landlord program, the city has offered an incentive to landlords who complete an eligible good landlord training program. The incentive is a rental license fee reduction for those landlords who can produce a certificate of completion from an approved good landlord training program provider. The certificate of completion must be renewed every two years. In addition to this certificate, landlords are required to familiarize themselves with the most current version of Clearfield City's Municipal Code by completing a free online training specific to Clearfield..

Good Landlord Program Qualifications

Any bona fide business that meets the requirements outlined below can apply to the Community Development Division to become approved as an eligible good landlord training program provider..

Materials

A copy of all proposed course materials must be provided to the City. This includes all slides, videos, manuals, and handouts, as applicable. Video footage of a past class is encouraged. Materials will be reviewed by the Community Development Division and must be deemed to meet the curriculum requirements set forth below:

Curriculum

At minimum, course content from the provider must include best practices and standards typically adhered to by nationally recognized associations for real estate professionals (such as the NARPM) on the following topics:

- a) Applicant screening
- b) Signs of dishonest applicants
- c) Rental agreements
- d) Ongoing management
- e) Partnerships with residents
- f) Crime prevention/working with the Clearfield City Police Department

- g) Crisis resolution
- h) Eviction
- i) The Utah Fit Premises Act as set forth in Title 57, Chapter 22 of the Utah Code
- j) Other relevant and current state and federal laws

Clearfield City Community Development reserves the right to require additional topics to be added to the curriculum. Any additional topics beyond those required by the City are left to the discretion of the provider. For first time attendees, the course content must be thorough enough to allow for at least six hours of presentation. For landlords who are attending a refresher course, which is required every two years, the course content must be thorough enough to allow for a minimum of two hours of presentation.

Business License

All providers are required to have a valid municipal business license. A business license from Clearfield City is required for providers operating within Clearfield City limits.

Delineation of Responsibilities

Marketing (Advertising)

Clearfield City will display the schedules and contact information for all good landlord training program providers approved and accepted by the City on the City's website and at City Hall (if such information has been provided). Any additional marketing methods for a training program will be the responsibility of the provider.

Administration of Registration

Attendee registration will exclusively be the responsibility of the provider. A record of the registration must be made available to Community Development upon request.

Certificates of Completion

Generating a certificate of completion or graduation will exclusively be the responsibility of the provider. A copy of the certificate of completion will need to be submitted within six months of the initial license being issued, and every two years thereafter. Failure to submit proof of training will disallow the license fee reduction. Certificates may only be provided to those who have completed the entire presentation.

Training Materials to Participants

Providers are required to produce and provide a manual that provides an overview of the program curriculum stated above to each attendee.

Scheduling City Staff and Rooms

Proposed schedules must be submitted by the program provider to Community Development not less than three weeks prior to a class being held. Our ability to book rooms for the proposed dates will be subject to availability.

Revocation of Eligibility

Clearfield City reserves the right to revoke the "eligible" status of good landlord training program providers should the provider fail, in the evaluation of the Business License Official, to offer an expert level of content and professionalism. Appeals to a revocation would be heard by the Development Services Manager.