

Good Landlord Waiver Program Procedures

I. Eligibility

- A. Effective October 1, 2016, an applicant with an otherwise disqualifying criminal background may be eligible for placement in a good landlord property under the following:
- Applicant must be current with any rules & requirements of parole or probation
 - Applicant must complete a GLL waiver application with Ogden City Business Licensing
 - Applicant must have a RIM level of less than three (<3) (information only made available to Ogden City Police Department)

II. Application Process

- A. Applicant must obtain and submit to Ogden City Business Licensing a Good Landlord Incentive Program Waiver Application. Business Licensing shall have five (5) business days to process application. (Application is a private record pursuant to GRAMA and not subject to release to third-parties)
1. Application must be signed in the presence of Business Licensing Staff
 2. Applicant must provide a picture ID to verify identity
 3. Application must be accompanied by a BCI report, current to within fourteen (14) days, except that a first-time applicant coming from a half-way house need not provide a BCI report until the time of renewal.
 4. Business Licensing Staff shall review application for completeness and verify supporting documentation
- B. Business Licensing Staff will contact Police Department for verification of RIM level. Score must be less than three (<3); score is not to be disclosed to licensing staff

III. Acceptance or Denial of Application

- A. Application Acceptance
1. Upon review and verification of all applicable information, applicant shall be contacted by Business Licensing that waiver is complete and approved.
 2. Applicant may obtain approved waiver form from Business Licensing
- B. Application Denial
1. Upon review and verification if any applicable information is not included or does not comply with program rules the application shall be denied.

2. Applicant shall be contacted by Business Licensing and informed that waiver application has been denied.
3. Applicant shall have 30 days from date of denial to appeal decision.

IV. Landlord Requirements

- A. Landlords' participation in the Good Landlord Waiver Pilot Program is completely voluntary; no landlord shall be required to participate.
 1. Prior to entering into a lease agreement with an applicant presenting an approved waiver form the Landlord shall contact Business Licensing to confirm validity of waiver form
 2. Upon confirming validity of waiver form the Landlord shall provide Business Licensing the rental property address including unit number if applicable and whether any other tenants with waivers are presently residing on the property.
 3. If a waiver form is found to be invalid Landlord shall not enter into a lease agreement with applicant.
- B. Landlord may be subject to dismissal from the Good Landlord Program for failure to comply with waiver program policies and procedures.