

TAX/LICENSING INFORMATION: (Attach additional sheet(s) if necessary)

Note: Each property must be listed individually (i.e. each side of duplex or unit of a condo listed separately)

1. Property Address: _____

Property Type: ___House ___Duplex ___Condo ___Apartment Complex ___Commercial Property

Date Property First Rented/Leased: _____

Are you the owner of the property? _____

If no, provide name/contact number of property owner: _____

Are you the manager of the property? _____

If no, provide name/contact number of property manager: _____

Do you live in any portion of the property? _____ If yes, do you rent any portion of the property? _____

2. Property Address: _____

Property Type: ___House ___Duplex ___Condo ___Apartment Complex ___Commercial Property

Date Property First Rented/Leased: _____

Are you the owner of the property? _____

If no, provide name/contact number of property owner: _____

Are you the manager of the property? _____

If no, provide name/contact number of property manager: _____

Do you live in any portion of the property? _____ If yes, do you rent any portion of the property? _____

INITIAL (FIRST YEAR) LICENSE FEES:	Start Date Jan 1 st – Jun 30 th	Start Date July 1 st or Later
• Residential	\$100 plus \$5 issuance fee	\$50 plus \$5 issuance fee
• Commercial	\$100 plus \$5 issuance fee	\$50 plus \$5 issuance fee

RENEWAL LICENSE FEES:

- Residential: 1 ½% of gross rental income received in previous year, provided minimum license fee requirement of \$100 is met plus the \$5 issuance fee
- Commercial: 1/40 of 1% (.00250) of gross rental income received in previous year, provided minimum license fee requirement is met plus the \$5 issuance fee

Note1: If you are a property management company and manage properties for more than one property owner, each property owner must meet the \$100 minimum license fee requirement for both the residential and commercial business license if they own both property types.

Note2: Licenses expire on Dec 31st and are renewable between Jan 1st – Feb 15th. If renewed after Feb 15th, a 15% penalty will be added. Licenses renewed 30 days after the delinquent date of Feb 15th shall be assessed a late penalty of 30%.

PAYMENT INFORMATION: Payments may be at the Revenue Office, via US Mail, or over the phone (credit card only). Accepted Forms of Payment: Cash, Check, Money Order, Credit Card (Visa/MasterCard ONLY)

Name of Cardholder: _____ Card Type: ___ Visa ___ MasterCard

Card Number: _____ - _____ - _____ - _____ Expiration Date: ___/___/___ Amount Paid: _____

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

Signature of person legally responsible for this account

Date

Print the name of the person legally responsible for this account