



City of San Marino

2200 Huntington Drive • City Hall • San Marino, CA 91108-2639
Attn: Bus. License Department • (626) 300-0700
Mon.-Thurs. 7:30 a.m. to 4:00 p.m. • Closed Fridays

REAL ESTATE BUSINESS LICENSE APPLICATION

Please
Check One

- NEW APPLICATION
- CHANGE OF OWNER
- CHANGE OF ADDRESS
- CHANGE OF BUSINESS NAME

• OFFICIAL USE ONLY •

BUSINESS LICENSE NO. _____

EXPIRATION DATE _____

TOTAL AMT. PAID \$ _____

DATE PAID _____ CASH / CHECK

SIC CODE _____

RATE TYPE _____

BROKER _____

AGENT _____

CHECK NO. _____

RECEIPT NO. _____

Business Name _____

Business Location _____
(Not P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Bus. Phone () _____ Bus. Fax () _____

Start Date _____ E-Mail Address _____

Description of Business _____

Ownership: Corporation Ltd Liability Corp Partnership Sole Proprietor Trust

State Lic. No. _____ License Type _____ Expiration Date _____

Resale No. _____ Federal I. D. No. _____ State I. D. No. _____

Enter below names of Owners, Partners, or Corporate Officers - Use additional sheets as necessary

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Drivers License No. _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Drivers License No. _____

In case of emergency, please contact:

Name _____ Title _____ Phone () _____

Address _____ Cell Phone () _____

Alarm Company (If applicable)

Name _____ Title _____ Phone () _____

Address _____ License No _____

All agents employed by above named Broker, whether or not agent actually has a workstation at above address and/or agent actually shows San Marino properties, shall be listed on the back of this application and pay the business license fee as specified in **Ordinance No. 092-1023**.

The base fee for a broker's business license is **\$100**. This fee includes all office staff which are not agents. Examples are office managers, receptionists, etc. In addition to the base fee, each agent shall pay a fee of **\$35**. One check for the total amount of the business license fee will be accepted. The broker, as well as, each agent will receive their own business license. Those agents which start work after a broker has obtained a business license are required to obtain a business License from City Hall for the fee of **\$35**.

PENALTY: Return completed and signed application along with your payment within 30 days of receipt or start of business operations. Failure to pay when due will result in penalties to be assessed on the last day of the month in which bill is payable. **The penalty will be 25% per month up to a maximum of double the annual business license fee.**

PLEASE CALCULATE AMOUNT DUE BY ENTERING INFORMATION IN BOXES BELOW AND SIGN.

License Fee \$ _____

Additional Fees \$ _____

Penalty, if any \$ _____

TOTAL AMOUNT DUE \$ _____

Thank you for doing business in the City of San Marino!

I DECLARE UNDER PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE STATEMENT OF FACTS.

Signature of Owner or Officer: _____ Title _____ Date _____

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF SAN MARINO