



# City of San Marino

2200 Huntington Drive • City Hall • San Marino, CA 91108-2639

Attn: Bus. License Department • (626) 300-0700

Mon - Fri: 8:00 a.m. to Noon • Tues. 8:00 a.m. to 4:00 p.m.

## 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 \_\_\_\_\_

Social Security No. \_\_\_\_\_ Drivers License No. \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security No. \_\_\_\_\_ 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