

TOWN OF SAN ANSELMO, 525 SAN ANSELMO AVENUE
SAN ANSELMO, CA 94960-2682
(415) 258-4600

**BUSINESS LICENSE PAYMENT REQUEST FOR
REAL ESTATE BROKERS DOING BUSINESS IN THE TOWN OF SAN ANSELMO**

Please complete this form and return with a check payable to the Town of San Anselmo.

The San Anselmo Municipal Code, Section 6-1.14(l) requires every real estate broker or brokerage firm located outside of San Anselmo who buy, sell or lease property to obtain a business license (see reverse side for the excerpt of this section).

Business Name: _____ Bus. Phone: () _____

Legal Status: Sole Proprietorship _____ Partnership: _____ Corporation: _____

Business Location Address: _____

Mailing Address (if different): _____

Tax Identification (provide only those that apply to you - kept confidential):

Federal Tax ID	State Employer Tax ID	Sales Tax ID	Social Security
_____	_____	_____	_____

Owner(s) Personal Information (Kept Confidential):

Name	Residential Address	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Business Tax Due	\$150.00
Processing Fee	<u>15.00</u>
Total Due	<u>\$165.00</u>

If the tax payment is not submitted within 30 days, a penalty of 25% will be added. I understand that this return may be verified by an inspection of the premises and books.

Signature: _____

Date: _____

Section 6-1.14l(i) of the San Anselmo Municipal Code states:

“Every real estate broker or brokerage firm who conducts or carries on a business consisting of buying, selling, or leasing real estate property, including the advertising of property for sale or lease in the Town, but who’s office or place of business is located outside the Town, shall pay an annual license fee of \$150.00, prorated quarterly. If the gross receipts of the broker or brokerage firm derived from the buying selling, or leasing of real estate for the calendar year is less than \$25,000, the broker or brokerage firm may apply after the end of the calendar year for a refund of a portion of the license fee paid in excess of \$45.00. Such application must be received by the Town by April 15th following the end of the calendar year for which a refund is requested. Upon determination by the Collector that the gross receipts of the broker or brokerage firm was less than \$25,000 in the calendar year for which a refund is requested, the Collector shall refund the license fees paid in excess of \$45.