

AUCTIONEERS LICENSE

**CITY OF GREELEY
1000 10TH STREET
GREELEY CO 80631
970-350-9728
Fax: 970-350-9736**

Applicable city code (6.04.110 and 6.20)

Needed for initial application:

\$60.00	License fee - 1 year
\$35.00	License fee - 6 months
\$12.00	License fee - 1 day

Personal property Report Form

Bond equal to 10% of the inventory to be sold but not less than \$200.00

Inventory describing the quality, quantity, and grade of each item and the aggregate value of all the personal property for sale

Affidavit of the owner of property

Completion of Application for Business License

Completion of Affidavit of Lawful Presence (Sole proprietor or individual only)

Completion of Application for Sales and Use Tax License

Completion of Check-off List (if located in city limits)

****Personal property report form, bond and inventory needs to be submitted to the Finance Department for each sale****

*****Please note*** You can be licensed without a bond, but you cannot hold an auction of personal property until the personal property sale report form, itemization of inventory, and bond are filed with the Finance Department.**

Renewal notices are sent in the month before due with a renewal fee being due before the end of the renewal month.

APPLICATION FOR AUCTIONEER LICENSE

CITY OF GREELEY
1000 10TH STREET
GREELEY CO 80631
970-350-9728
Fax: 970-350-9736

NAME:	
RESIDENCE ADDRESS:	
BUSINESS ADDRESS:	
IF PARTNERSHIP OR CORPORATION, MEMBER OR OFFICER NAME:	RESIDENCE ADDRESSES
IS THIS BUSINESS IN A PERMANENT LOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE GIVE ADDRESS OF LOCATION:	
LICENSE FEE: <input type="checkbox"/> 1 YEAR-\$60.00 <input type="checkbox"/> 6 MONTHS-\$35.00 <input type="checkbox"/> 1 OR MORE DAYS-\$12.00 PER DAY	
KIND AND NATURE OF AUCTIONS HELD DURING ABOVE TERM:	
PLACE WHERE AUCTION SALES WILL BE HELD WITHIN CITY, IF DIFFERENT THAN PERMANENT LOCATION:	
SIGNATURE:	DATE:

City Of Greeley

PERSONAL PROPERTY SALE REPORT FORM

This form is to be completed at least ten days (10) prior to each sale of personal property.

DATE OF SALE:	NUMBER OF DAYS HELD:
TOTAL VALUE OF ALL PROPERTY TO BE SOLD:	
I attest that all inventory is true and all personal property has been in the city At least three months (3).	
SIGNATURE	DATE

**AN ITEMIZATION OF INVENTORY STATING QUALITY,
QUANTITY, AND GRADE MUST BE ATTACHED TO THIS FORM.**

ATTACH ORIGINAL COPY OF THE BOND THAT IS:

**10% OF THE VALUE OF PERSONAL PROPERTY TO BE
SOLD, NOT TO BE LESS THAN \$200.00**

AND

GOOD FOR ONE YEAR (1) FROM DATE OF SALE

AND

MADE PAYABLE TO: CITY OF GREELEY

AFFIDAVIT OF LAWFUL PRESENCE

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

<p>For internal use only: IDENTIFICATION PROVIDED</p> <ul style="list-style-type: none"><input type="checkbox"/> Colorado Driver's License<input type="checkbox"/> Colorado Identification Card Issued by Department of Motor Vehicles<input type="checkbox"/> United States Military Card<input type="checkbox"/> United States Military Dependent Identification Card<input type="checkbox"/> United States Coast Guard Merchant Mariner Card<input type="checkbox"/> Native American Tribal Document
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Date

<p>For internal use only: ALTERNATE I.D. PROVIDED Only through July 1, 2007</p> <ul style="list-style-type: none"><input type="checkbox"/> Original birth certificate from any state of the United States<input type="checkbox"/> Certificate verifying naturalized status by U.S. with photo and raised seal<input type="checkbox"/> Certificate verifying U.S. citizenship by U.S. government, e.g., U.S. passport<input type="checkbox"/> Order of adoption by a U.S. court with seal of certification<input type="checkbox"/> Valid driver's license from any state of the U.S. or the Dist. of Columbia excluding AK, HI, IL, MD, MI, NE, NM, NC, OR, TN, TX, UT, VT and WI<input type="checkbox"/> Valid immigration documents demonstrating lawful presence, e.g., current foreign passport with current I-551 stamp or visa, current foreign passport with I-94, I-94 with asylum status, unexpired Resident Alien card, Permanent Resident card or Employment Authorization card <p>*A waiver may be available where no identification exists or can be obtained due to a medical condition, homelessness, or insufficient documentation to receive a Colorado I.D. or driver's license. Contact your department director.</p>

ADVISEMENT REGARDING USE OF COLORADO DEPARTMENT OF REVENUE EMERGENCY RULES FOR TEMPORARY ADDITIONAL IDENTIFICATION DOCUMENTS OR PROCEDURES

The Colorado Department of Revenue requires the following advisement if the Applicant chooses to use one of the additional forms of identification authorized by its Executive Director pursuant to § 24-76.5-103(5)(a), C.R.S.:

1. Under current Colorado law, in order to receive benefits beyond July 1, 2007, Applicant must produce one of the following forms of identification: a valid Colorado driver's license or a Colorado identification card issued pursuant to Article 2 of Title 42, C.R.S.; a United States military card or a military dependent's identification card; a United States Coast Guard merchant mariner card; or a Native American tribal document.
2. As soon as possible, Applicant should begin working diligently to secure the appropriate identification document; and
3. A determination of eligibility for benefits based on an Alternative Identification or the Electronic Identification Indicator in no way constitutes a representation that Applicant has provided sufficient information or documentation to support the issuance of one of the forms of identification set forth in § 24-7605-103(4)(a) C.R.S.



CITY OF GREELEY

FINANCE DEPARTMENT

1000 10TH STREET

GREELEY, CO 80631

(970) 350-9733 FAX (970) 350-9736

<http://www.greeleygov.com>

APPLICATION FOR SALES TAX / USE TAX

NO LICENSE FEE IS REQUIRED. THE GREELEY SALES/USE TAX RATE IS 3.46%

BUSINESS INFORMATION

Name of Business: _____
 DBA Name: _____
 Physical Address: _____
 Telephone Number: _____ Fax: _____
 Email: _____ Web Site: _____
 FEIN: _____ SSN: _____
 Year company was founded: _____ Length of time at this location _____
 Is this the headquarters for this company? Y N

BUSINESS DESCRIPTION

Please provide a detailed description of the nature of business (products sold and services provided):

NAICS Code: _____

If you do not know your NAICS code, please check which best describes your business activity:

- Agriculture Utilities Construction Manufacturing Wholesale Trade
 Retail Trade Transportation, Warehousing Information Real Estate, Rental, & Leasing
 Professional Health Care Accommodation, Food Services
 Other: _____

Type of Ownership (Select Only One):

- Sole Proprietor LLC Partnership Corporation LLP Other _____

Name of Owner (s): _____

Address of Owner: _____

Filing Frequency:

- Monthly (tax collected is over \$50/month) Quarterly (tax collected is \$25.00-\$49.99/month)
 Annual (tax collected is less than \$25/ month)

MAILING AND CONTACT INFORMATION

Sales/Use Contact: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Mailing Address: _____

Date Started or Date Business Will Open: _____

Name of Former Owner (If Purchasing Existing Business): _____

I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are, to the best of my knowledge and beliefs, are true, correct and complete.

Authorized Signature: _____ Date: _____

FOR CITY USE ONLY:

ACCT # _____ GEO: _____ PROP ID: _____ SQ. FT. _____



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APPLICATION FOR SALES TAX / USE TAX INSTRUCTIONS

GENERAL INFORMATION:

- * If the business or home occupation has a physical location within the City limits of Greeley, a Sales/Use Tax License/Zoning Review/Occupancy Certificate check-off list must be completed and signed by the Community Development and Building Inspection departments. These departments are located at 1100 10th Street, Greeley, CO 80631. There are no charges for these services and there is no sales/use tax license fee required.
- * If the business is a City of Greeley sewer user, the Commercial Sewer User Classification Questionnaire must be completed.
- * Return the completed and signed application, the completed and signed check-off list (if applicable) and sewer questionnaire (if applicable) to the following address: City of Greeley, Finance Department, 1000 10th Street, Greeley, CO 80631

BUSINESS INFORMATION:

- * Please provide the information indicated, and include area codes when listing telephone numbers.

BUSINESS DESCRIPTION:

- * If you know the North America Industry Classification System (NAICS) code, for your business fill in the blank. Provide a detailed description of your business, including products sold and services provided. Check the box best describing your business.
- * Type of Ownership:
 - Sole Proprietorship: Business is owned and operated by a single individual.
 - LLC: Limited Liability Company - combines the tax attributes of a partnership with the attributes of a corporation for liability purposes. An LLC may have one or several members and is created by filing "Articles of Organization" with the Secretary of State
 - Partnership: Business is owned by two or more individuals or other business entities.
 - Corporation: "C" Corporation - A legal entity existing separately from the parties creating the entity. "Articles of Incorporation" are filed with the Secretary of State and bylaws are adopted.
 - LLP: Limited Liability Partnership or Limited Liability Limited Partnerships (LLLLP) - Legal Limited Liability Limited Partnership Act (7/1/95) created a legal structure similar to S Corp and a LLC. A "Registration Statement" is filed with the Secretary of State.
 - Other: Please select this category, and give a brief description if the entity is a Subchapter S ("S") Corporation, a Limited Partnership Association, or a Nonprofit Organization or any other type of ownership.

MAILING AND CONTACT INFORMATION:

Please provide the requested information, even if it is the same as the business information. If this is a new business, or an existing business was purchased, and is physically located in Greeley, the applicant will need to file an Initial Use Tax return, and pay any applicable use tax.

**CITY OF GREELEY, COLORADO
SALES TAX LICENSE / ZONING REVIEW / OCCUPANCY CERTIFICATE**

CHECK-OFF LIST

A) TO BE COMPLETED BY APPLICANT:

APPLICANT _____ DATE _____

LOCATION (not PO BOX) _____

SAME AS RESIDENCE? _____ YES _____ NO _____

PHONE NO _____ BUSINESS NAME _____

TYPE OF BUSINESS

PLEASE CHECK CORRECT ONE AND BRIEFLY DESCRIBE ACTIVITY

SALES _____ SALES & SERVICE _____ SERVICE _____

MANUFACTURING _____ OTHER _____

ACTIVITY: _____

B) TO BE COMPLETED AND SIGNED BY COMMUNITY DEVELOPMENT DEPARTMENT

Community Development 1100 10th Street, Greeley, CO 80631 Phone: (970) 350-9780 Fax: (970) 350-9800

ZONING _____ USE BY RIGHT _____

LAWFUL NON-CONFORMING _____

HOME OCCUPATION _____

MEETS HOME OCCUPATION REQUIREMENT _____

OTHER _____

COMMENTS: _____

SIGNED _____ DATE _____

C) TO BE COMPLETED AND SIGNED BY INSPECTION DIVISION

Building Inspection 1100 10th Street, Suite 114, Greeley, CO 80631 Phone: (970) 350-9830 Fax: (970) 350-9844

CERTIFICATE ISSUED _____ DATE _____

OCCUPANCY CERTIFICATE NOT REQUIRED OR PREVIOUSLY ISSUED _____

SIGNED _____ DATE _____

**CITY OF GREELEY
COMMERCIAL SEWER USER CLASSIFICATION QUESTIONNAIRE**

When a business is opened or changes hands, the sewer account is reviewed for proper billing classification. It is important that you fill out this questionnaire accurately and completely, to ensure your business is receiving the correct billing rate. Please return this questionnaire along with your Sales Tax License Application.

Name of Business: _____

Short Business Description: _____

Contact Person: _____

Is this a home-based business? _____yes* _____no

**If yes, then please stop here and return the form.*

Outside Landscape square footage (this information is *very important* in establishing correct sewer billing information for commercial businesses.)

_____ Less than 15,000 ft² _____ more than 15,000 ft²

Please read the following classifications to determine which class your business best fits, and check the appropriate one. If it does not fit into any of the following classes, then please explain:

_____**Class I:** includes retail stores, offices, car washes, cleaners, laundromats, schools, colleges, churches, beauty shops, financial institutions, membership organizations without dining facilities, motels without dining facilities, gas stations without repair, and bed and breakfasts that serve only a continental breakfast.

_____**Class II:** includes bars and taverns without dining, service stations and garages with repair, animal clinics, hospital/convalescent homes, photo finishing, light manufacturing, coffee shops, convenience stores, and bed and breakfasts that cook a daily breakfast.

_____**Class III:** includes restaurants, hotels with dining facilities, bars and taverns with dining, and membership organizations with dining.

_____**Class IV:** includes food markets (grocery stores), butchers, bakers, and food manufacturing.

_____**Class V:** includes mortuaries and miscellaneous heavy commercial manufacturing.

If you have any questions, then please contact the City of Greeley Industrial Pretreatment Program at 970-350-9363. Thank you for your cooperation and assistance.