

Finance Department; Tax and License Division

Auction License Instructions and Application Checklist

- 1) The Auction [application](#) must be completely filled out and signed; including, i) applicant business name, ii) legal name, home address, and birth dates for all owners, officers, member, managers, and auctioneer that will be on-site to conduct auction, and iii) phone number during auction event. License application will be routed to Sales Tax Department to check business license and tax remittance status and to Boulder Police Department to conduct background check research on all owners, managers, and auctioneers.

- 2) A surety bond in the amount of \$1,000, payable annually must be posted with the city. Surety bond or cashier's check will be held for 60 days after last planned auction event.

- 3) A city business license with associated city sales tax number must be obtained, and a sales tax deposit in the amount of \$500 (cash or certified funds only) must be submitted. For questions, call Sales Tax at 303-441-3050.

- 4) The Auctioneer must provide proof of accreditation or licensing. We will accept a copy of an auctioneer license issued by any other U.S. state or local agency.

- 5) A fee of \$75.00 license fee and \$7 per person background check fee must accompany the completed application.

- 6) An application must be received at least two weeks prior to the event. A late fee of \$200.00 will be charged for all applications that are submitted after the deadline.

- 7) While licenses are for one year term, Auction Licenses are valid for only the dates, times and locations described on the application and the issued city Auction license must be posted at the licensed location for event duration.

- 8) Auction licenses are not required for auctions conducted under any legal process (court order, property seizure, etc.)

- 9) Auctions that are held during fund-raising events for local non-profit organizations are not required to obtain a license.

For more information please e-mail or call 303-441-4192 or email: licensing@bouldercolorado.gov.



**CITY OF BOULDER
AUCTION LICENSE APPLICATION**

Please make checks payable to: CITY OF BOULDER

Return completed application, fee and supporting documents to: TAX AND LICENSE DIVISION,
1777 Broadway, P.O. Box 791, Boulder, CO 80306.

You must apply at least 2 weeks prior to the auction and you cannot begin business in Boulder until you have your auction license and city sales tax license issued. NO LATE APPLICATIONS WILL BE ACCEPTED.

2013 FEE: \$75.00 + \$7 per person for background check

Applicant: _____ Phone: _____

Address: _____
(Include Street, PO Box, City, State & Zip)

Trade Name: _____ Phone: _____

Business Address: _____
(Include Street, PO Box, City, State & Zip)

Business owned by: Individual Partnership Corporation LLC

If an individual or partnership, provide the following information:

Name	Home Address (City-State-Zip)	Date of Birth
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Name	Home Address (City-State-Zip)	Date of Birth
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Name	Home Address (City-State-Zip)	Date of Birth
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(IF NECESSARY, SUPPLY ADDITIONAL INFORMATION ON A SEPARATE PAGE AND ATTACH)

If LLC or corporation, provide the following information:

President/Manager: _____
Name Home Address (City-State-Zip) Date of Birth

Vice-Pres/Member: _____
Name Home Address (City-State-Zip) Date of Birth

Secretary/Member: _____
Name Home Address (City-State-Zip) Date of Birth

Treasurer/Member: _____
Name Home Address (City-State-Zip) Date of Birth

Location and Dates of Auction(s): _____
(Business Name and Address – Phone Number- Auction Dates)

Auctioneer Information: _____
Legal Name Home Address (City-State-Zip) Date of Birth

Surety Bond Information: Posting a surety bond in the amount of no less than \$1,000.00, payable annually following any auction to any person suffering a loss as the result of purchasing merchandise at such auction that is later determined to be stolen or otherwise not legally subject to sale by the auctioneer.

Auctioneer Information: The Auctioneer must provide proof of possessing a diploma from an accredited auctioneer college or certification from the Auction Marketing Institute, a training division of the National Auctioneers Association. We will also accept an auctioneer's licensed by any state governmental agency.

Have you applied for a City of Boulder Sales and Use Tax for Business License? [] Yes [] No

If you answered "yes," when did you file your Business license application? _____
(month-year)

Have you included your \$500 sales tax deposit or provided it directly to Sales Tax? [] Yes [] No

If you answered "no," please contact the Sales Tax staff at: 303-441-3050. Please note that an auction license will not be issued until proof of applying for and/or receiving a city sales tax license is provided.

OATH OF APPLICANT

I hereby certify under penalty of perjury in the second degree, that the above statements and all attachments are true and correct to the best of my knowledge.

Signature of Applicant Print Name, Title & Date

FOR OFFICE USE ONLY

Sales Tax Department Recommendation: Approve Deny

Date Sent: _____

Remarks: _____

Name: _____ Date: _____

Police Department Recommendation: Approve Deny

Date Sent: _____

Remarks: _____

Name: _____ Date: _____