

☐ New Application
☐ Renewal

**TOWN OF HILLSBOROUGH
RENTAL PROPERTY BUSINESS LICENSE APPLICATION & TAX RECONCILIATION
FOR THE BUSINESS LICENSE YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011**

This business license application must be completed and returned to the Finance Department
Town of Hillsborough, 1600 Floribunda Avenue, Hillsborough, CA 94010 PHONE (650) 375-7490

Please type or print all information legibly.

PROPERTY OWNERS' NAME AND MAILING ADDRESS:

To receive a license, all of the following information must be provided:

PROPERTY ADDRESS: _____

EMAIL ADDRESS _____

Business Telephone _____

SIC Code (For Office Use Only) _____

1. CURRENT YEAR ESTIMATED GROSS RECEIPTS \$ _____

2. GROSS RECEIPTS TAX RATE **X .005**

3. TOTAL BUSINESS TAX \$ _____
If Line 1 is less than \$20,000,
enter \$100
(MINIMUM OF \$100.00)

4. BUSINESS LICENSE APPLICATION PROCESSING FEE \$ **100.00**

5. TAX PENALTIES, IF APPLICABLE \$ _____

6. CURRENT YEAR ESTIMATED TAX & FEE (3+4+5) \$ _____

H.M.C. SECTION 5.04.230 – PENALTIES FOR DELINQUENCY

- A. In the event a business which had a business license in the immediately preceding year and which continues to conduct business in the Town after the start of a new tax year fails to renew its business license for such new tax year and pay the administrative fee and the gross receipts tax, if any, on or before the due date(s) as set forth in Section 5.040.230, a delinquency penalty of \$200.00 plus 50% of the amount of total annual tax due plus one and one-half percent (1 ½%) per month of the amount of tax due shall be imposed.
- B. In the event that a person commences business in the Town without first obtaining a business license and paying the administrative fee and the gross receipts tax, if any, a delinquency penalty of \$200.00 plus 20% of the amount of total annual tax due plus one and one-half (1 ½%) per month of the amount of tax due shall be imposed on said person, commencing on the date that the said person first conducts business in the Town.

**MAKE CHECK PAYABLE TO:
TOWN OF HILLSBOROUGH**

I hereby acknowledge that I have read this application form and state that the above information is correct to the best of my knowledge and agree to comply with all Town Ordinances.

I DECLARE UNDER PENALTY OF PERJURY, THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

**PLEASE COMPLETE AND RETURN THIS FORM TOGETHER WITH YOUR PAYMENT.
YOUR BUSINESS LICENSE WILL BE MAILED TO YOU UPON RECEIPT OF THIS APPLICATION AND PAYMENT.**