



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS
 Auctioneer Business License Application
 Miscellaneous Tax and Licensing Unit
 200 Holliday Street – Room 3
 Baltimore, Maryland 21202

CITY OF BALTIMORE

(410) 361-9690/COBBusinessLicense@baltimorecity.gov

AUCTIONEER BUSINESS LICENSE APPLICATION

Anniversary License Period: _____ to _____

*****IT IS IMPERATIVE THAT ALL DOCUMENTATION IS SUBMITTED ALONG WITH THIS APPLICATION. ANY MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE, WHICH COULD RESULT IN YOUR LICENSE BEING DELAYED OR DENIED. IF THE REQUIRED DOCUMENTS INCL. AUCTIONEER FEES ARE NOT SUBMITTED IN A TIMELY MANNER, PENALTY AND INTEREST WILL BE ASSESSED*****



Dear Auctioneer Business License Applicant:

Your current Auctioneer Business License will expire on _____.

To renew your Auctioneer Business License, please complete the Auctioneer Business License Application in its entirety. All auctioneer applicants operating in the City of Baltimore shall be “investigated, interviewed, and verified” in accordance with their application (***Baltimore City Code Article 2, Subtitle 1-1, 1-2***). The Miscellaneous Taxes and Licensing staff shall review and process all Auctioneer Business License applications.

No person or business organization shall conduct any auction sales in the City of Baltimore before being appointed and licensed in accordance with the provisions of this subtitle (***Baltimore City Code Article 2 Subtitle 1-3***).

In accordance with the terms of this subtitle, the Mayor shall appoint as many auctioneers in the City of Baltimore as he may deem proper, not to exceed 50 (***Baltimore City Code Article 2, Subtitle 1-4(a)***).

Applications for appointment shall be under oath on a form approved by the Mayor and shall contain the applicant’s qualifications for appointment (***Baltimore City Code Article 2, Subtitle 1-4(b)***).

Each applicant for appointment as an auctioneer shall: (1) state all criminal convictions, other than traffic violation, and all pending criminal charges; (2) certify that, for 5 years immediately preceding his application, he has not been convicted of forgery, embezzlement, larceny after trust, false pretenses, extortion, fraud, or like offenses; (3) state whether a license of this type has been refused, suspended, or revoked in this or any other jurisdiction; (4) verify graduation from high school or its equivalency; (5) verify: (i) 2 years practical experience auctioning goods or real estate; or (ii) 1 year apprenticeship under an auctioneer licensed hereunder; or (iii) graduation from an auction school accredited and approved by the National Auctioneers Association; (6) submit with the application, at least 3 statements under oath from persons vouching for the applicant’s reputation for honesty, fair dealing, competency, and financial responsibility; and (7) verify that he has been a resident of the State of Maryland for 2 years immediately preceding the application. (***Baltimore City Code Article 2, Subtitle 1-5***).

Within 30 days of his appointment, and upon any change thereafter, every auctioneer shall deposit with the Director of Finance the names of all officers, associates, partners, or employees designated by him to conduct auction sales (**Baltimore City Code Article 2, Subtitle 1-6**).

No auctioneer appointed under this subtitle shall conduct auction sales unless he first posts a surety bond and is issued a license therefor (**Baltimore City Code Article 2, Subtitle 1-7**).

A surety bond, in the amount of \$25,000, with a surety approved by the City Comptroller, conditioned on the auctioneer's performance in accordance with the provisions and intent of this subtitle, shall be posted prior to the issuance of any license and shall remain in effect during its term. Said bond shall be filed in duplicate with the Director of Finance, and the duplicate shall be forwarded to the City Comptroller for his signatory approval and returned to the Director. In the event the surety leaves the State or becomes insolvent, the Director of Finance shall demand a substitute surety. If the auctioneer fails to provide other security within 15 days after such demand, the license issued thereupon shall become null and void and the Director of Finance shall give notice thereof in 2 or more daily newspapers (**Baltimore City Code Article 2, Subtitle 1-8**).

Upon the receipt of an approved surety bond and of a \$1,600-license fee, the Director of Finance shall issue a license to a duly appointed auctioneer for the term of 1 year. At the request of the applicant, the license may be dated back to the expiration date of his prior license, but such action shall not affect prosecutions commenced prior to such request. The failure of the auctioneer to pay the license fee and post bond within 30 days of his appointment shall render such appointment null and void (**Baltimore City Code Article 2, Subtitle 1-9**).

Auctioneer Business License Applicants are advised to reference the **Baltimore City Code Article 2, Subtitle 1-11 through Subtitle 1-19** (<https://legislativereference.baltimorecity.gov/city-codes>) regarding:

- License suspension or revocation
- Civil violations—City enforcement
- Civil violations—private action
- Civil violations
- Auction sales of jewelry — restrictions
- Auction sales of jewelry — merchant's stock
- Auction sales of jewelry — penalties

Additionally, your business must be registered and in **Good Standing** with the State of Maryland Department of Assessment and Taxation (SDAT) Office for all Personal Property related tax assessment(s). **Please note that SDAT requires all business entities conducting business in the State of Maryland to be registered. Therefore, Department of Finance will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for any license(s).**

All business owners are required to provide a SDAT# associated with their business entity type, i.e., "L" for Sole Proprietorship, etc. For more information, please visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Per Department of Finance's policy, all licenses shall be publicly displayed and visible at the time of inspection by Baltimore City License Inspectors. Failure to have the license(s) posted at the actual registered business location may result in a violation against the business owner(s).

All applicable penalty and interest shall be due on all licenses not obtained or renewed if application is not postmarked by licensee's expiration date.

All checks must be payable to: Director of Finance and mailed to the address below, along with the completed application and required supplemental documents. ***Be sure to reference the account number on the check (or money order) and/or account invoice remittance:***

**City of Baltimore
Bureau of Revenue Collections
200 Holliday Street, Room 3
Baltimore, MD 21202
ATTN: Auctioneer Business License Application**

We are not responsible for any lateness or incomplete renewal requests.

For additional information or questions, please call our Miscellaneous Tax/License Unit at (410) 361-9690.

Sincerely,

Miscellaneous Tax/License Unit
Enclosure



CITY OF BALTIMORE

Department of Finance –Bureau of Revenue Collections
Auctioneer Business License Application
Miscellaneous Tax and Licensing Unit
200 Holliday Street – Room 3
Baltimore, Maryland 21202
(410) 361-9690/COBBusinessLicense@baltimorecity.gov

Instructions: Print (or type) legibly in all fields/sections as indicated. Fields/Sections marked with a red asterisk (*) is required; therefore, they must be completed by applicant.

AUCTIONEER BUSINESS LICENSE FOR*: 20 ____

PLEASE CHECK ONE BOX ONLY*: [] NEW APPLICATION [] RENEWAL APPLICATION [] INFORMATION CHANGE

AUCTIONEER’S START DATE (OR ANNIVERSARY DATE, IF RENEWAL) *: _____

APPLICANT’S BUSINESS LICENSE ACCOUNT NUMBER*: _____

ADDRESS OF BUSINESS LOCATION*: _____

BUSINESS LOCATION IS*: [] IN BALTIMORE CITY [] OUTSIDE OF BALTIMORE CITY

AUCTIONEER LICENSE FEEA: \$1,600.00 AAuctioneer Business License Fee is assessed at \$1,600 pursuant to Baltimore City Code Article 2 Subtitle 1-9a

AUCTIONEER BUSINESS LICENSE APPLICANT’S REGISTRATION & OTHER INFORMATION

Please note that State of Maryland Assessment and Taxation requires all business entities conducting business in the State of Maryland to be registered. Therefore, we will no longer accept SDAT numbers starting with “T” (Trade Name) as acceptable SDAT# for all licenses. Applicants are required to provide a SDAT# associated with their business entity type, i.e., “L” for Sole Proprietorship, etc. For more information, visit https://egov.maryland.gov/BusinessExpress/EntitySearch

Applicant’s Name*: _____

The Applicant is*: [] Business Owner (of Baltimore City Location) [] Agent/Operator of Business Owner

Registered Business Entity/Name (as Registered w. SDAT) *: _____

MD SDAT ID# (https://egov.maryland.gov/BusinessExpress/EntitySearch)*: _____

DBA (Doing Business As) Name*: _____

Business Mailing Address*: _____

City, State, Zip Code*: _____

Website (Business)*:

Business Owner(s) Name*: _____

Business Owner’s Email Address*:

Alternative Email Address:

Business Owner’s Contact Phone*: _____ Alternate Contact Phone: _____

BUSINESS OWNER’S ESTABLISHMENT INFORMATION

IF APPLICANT IS THE BUSINESS OWNER OF BALTIMORE CITY LOCATION (OR AGENT/OPERATOR REPRESENTATIVE OF BUSINESS OWNER):

A. CONFIRM DAYS & HOURS OF OPERATIONS (check and enter all that apply)*:

[] MONDAY HOURS: _____ [] TUESDAY HOURS: _____

[] WEDNESDAY HOURS: _____ [] THURSDAY HOURS: _____

FRIDAY HOURS: _____ SATURDAY HOURS: _____

SUNDAY HOURS: _____

B. THE LOCATION OPERATES*: YEAR-ROUND SEASONAL

C. AT THE LOCATION, FOOD IS SERVED*: PRE-PACKAGED PREPARED VENDING MACHINE

OTHER: _____

D. ENVIRONMENTAL HEALTH PERMIT NUMBER*: _____ EXP. DATE*: _____

E. TRADER'S LICENSE NUMBER*: _____ EXP. DATE*: _____

F. ANNUAL FIRE PREVENTION PERMIT NUMBER*: _____ EXP. DATE*: _____

AUCTIONEER BUSINESS LICENSE APPLICANT'S VERIFICATION OF QUALIFICATIONS FOR APPOINTMENT

Per *Baltimore City Code Article 2 Subtitle 1-5*, the applicant affirms that he/she/they:

- have stated (disclosed) all criminal convictions, other than traffic violation, and all pending criminal charges;
- can certify that, for 5 years immediately preceding his (or she) application, he (or she) has not been convicted of forgery, embezzlement, larceny after trust, false pretenses, extortion, fraud, or like offenses;
- can verify graduation from high school or its equivalency;
- can verify 2 years practical experience auctioning goods or real estate; or 1-year apprenticeship under an auctioneer licensed hereunder; or graduation from an auction school accredited and approved by the National Auctioneers Association;
- can verify that he (or she) has been a resident of the State of Maryland for 2 years immediately preceding the application.
- can provide within 30 days of his/her/their appointment, and upon any change thereafter, every auctioneer shall deposit with the Director of Finance the names of all officers, associates, partners, or employees designated by him/her/them to conduct auction sales.

Signature*: _____ Date*: _____

SURETY BOND CERTIFICATION & INFORMATION

NAME OF SURETY BOND INSURER*: _____

SURETY BOND ACCOUNT#: _____ SURETY BOND EXPIRATION DATE*: _____

SURETY BOND INSURER'S MAILING ADDRESS*: _____

SURETY BOND INSURER'S CONTACT NUMBER*: _____

SURETY BOND AMOUNT*: _____

I, the Business Owner or Agent/Operator Representative, acknowledges that an Auctioneer Business License in the City of Baltimore cannot be issued until the Surety Bond has been approved by the Office of the Comptroller. Therefore, a completed copy of the **SURETY BOND VERIFICATION/VALIDATION FORM** has been filed with the Office of the Comptroller on _____*.

Signature*: _____ Date*: _____

The Director of Finance/Department of Finance requires additional documentation for applicable Auctioneer Business License. Therefore, I, the Business Owner or its Agent/Operator representative of Business Owner, certifies that I have enclosed the following for license approval (check all applicable boxes)*:

- Completed Auctioneer Business License Application*
- Copy of Surety Bond Certificate (\$25,000 or greater)*

- Copy of SURETY BOND VERIFICATION/VALIDATION FORM *
- Copy of Baltimore City's Environmental Health Permit, if applicable*
- Copy of Trader's License, if applicable*
- Copy of Annual Fire Prevention Permit, if applicable*

I, the Business Owner or Agent/Operator Representative, certifies that the information provided is accurate to the best of my knowledge. I assume responsibility in remitting the City of Baltimore's Auctioneer Business License Application, its associated documentation(s), and payment of all applicable licensing fees.

Signature*: _____ **Date*:** _____

DO NOT WRITE BELOW THIS LINE—FOR BUREAU OF REVENUE COLLECTIONS/MISC TAXES & LICENSING OFFICE USE ONLY

Date Received & Initials:	Date Approved & Initials:	Date Denied & Initials:
Date Reviewed & Initials:	Date Issued License & Initials:	Date License Revoked & Initials:

City of Baltimore's Comptroller's Office Approval of Applicant's Surety Bond (attach authorization correspondence)	Name of Authorizing Comptroller Staff:	Date Approval Granted:
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