



**City of Rockford – Customer Service Center
1st floor, City Hall, 425 E. State Street, Rockford, IL 61104
779-348-7300**

LICENSE APPLICATION – AUCTION

THIS APPLICATION **MUST** BE ACCOMPANIED BY THE LICENSE FEE OF \$150 FOR ANNUAL LICENSE OR \$27 PER DAY FOR DAILY LICENSE AND A COPY OF THE COMPLETE INVENTORY OF MERCHANDISE TO BE SOLD.

Name of Applicant: _____ Date of Application: _____

Applicant Address: _____
Street City, State, Zip

Applicant Phone #: _____ Email Address: _____ Tax ID: _____

Location of Auction: _____

Dates & Length of time for Auction: _____

Name & Address of Owner(s) of merchandise to be auctioned (attach additional sheets for multiple owners):

Additional Requirements:

The merchandise being sold shall be properly numbered and tagged to correspond to the inventory items. Only items identified on the inventory shall be sold. Every auctioneer shall keep a permanent record of each sale with a description of the item sold and the name and residence of the purchaser.

It shall be the duty of the every auctioneer who shall offer for sale any watch, plate or jewelry of any kind, to announce to the persons present, in a loud voice whether the same is gold, gold plate, silver, silver plate, or base metal, before proceeding to sell the same. No person shall sell any diamonds or other precious stones or any jewelry set with diamonds or other precious stones at public venue, auction or outcry within the City between the hours of 6:00 in the evening and 8:00 the following morning.

It shall be the duty of every auctioneer to report to the police department any article or thing which was sold to him or which is offered to him for purchase and resale if he shall have reason to believe that the article or thing was stolen.

I submit this application with the appropriate documentation and payment and will adhere to the provisions of the ordinance.

Signature Date

Please note for yearly licenses, a twenty percent (20%) penalty will be added to the license fee if not paid within 30 days; furthermore, if not paid within sixty (60) days, the penalty will be fifty percent (50%)

FOR OFFICE USE ONLY:

Date application received: _____ Received By: _____

License fee attached: YES / NO Final Action due: _____ (21 days from receipt)

Zoning: Approved / Disapproved By: _____ Date: _____

Building: Approved / Disapproved: By: _____ Date: _____

Finance: Approved / Disapproved: By: _____ Date: _____