



LICENSE RENEWAL APPLICATION

APPLICANT INFORMATION:

Current Licensee: _____

Contact for this renewal:

Last Name: _____ First Name: _____ M.I.: _____

Title: _____

Phone: _____ Fax Number: _____

E-Mail Address: _____

Applicant's Address: _____

City/State/Zip: _____

I (We) hereby certify that there have been no changes to the original License Agreement dated _____. I (We) enclose herewith a check made payable to: **Pima County Treasurer** in the amount of **\$500.00** as an application renewal fee in connection with the above request. I (We) understand that the enclosed \$500.00 application fee is **non-refundable**.

Signature of Applicant

Date

RENEWAL PROCESS

1. Once we have received your application and check a License Agreement will be drawn up and approved by the County Attorney.
2. Three original License Agreements will be mailed to the Applicant. The Agreements should then be signed, notarized and returned to Real Property Services along with applicable annual fees and an insurance certificate.
3. Real Property Services will forward the License Agreements to the Board of Supervisors, Board of Directors, or Procurement for approval. The document will then be recorded by the Pima County Recorder's Office. Once this process is completed, a copy of the executed Agreement will be mailed to the Applicant.

A copy of the current License Agreement is attached for your review.

Return application and \$500.00 check to:

Real Property Services
Attn: Aaron Mergenthal
201 N. Stone Avenue, 6th Floor
Tucson, AZ 85701-1215
Phone (520) 724-6854