

# CITY OF PHILIPPI BUSINESS LICENSES APPLICATION FOR RENTAL PROPERTY

CITY OF PHILIPPI  
PO BOX 460, Philippi, WV 26416

OWNER'S FULL NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

(City)

(State)

(Zip)

PHONE NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Type of Business:     Individual             Partnership             Corporation             Other

Date business began or will begin in the City of Philippi: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

**(Please include a copy of the WV Business registration and tax certificate for business or personal registration)**

List the address of the rental property below, specifying whether it is commercial or residential property, listing the tenant's name if now occupied, and the amount or anticipated amount of annual rental income from property. (Attach separate sheet if necessary.)

Address of Rental	Commercial Or Residential	Tenant's Name	Annual Rental Income
_____	/	/	\$
_____	/	/	\$
_____	/	/	\$
_____	/	/	\$

1.) Any person engaging in the business of furnishing any real or tangible person property for rent, lease, or loan shall be required to apply for and obtain a City of Philippi business license. The license term will expire June 30<sup>th</sup>. Our Office will mail a license renewal each year and you will be required to sign the form and return it to our office by June 30 of each year. The registration fee shall be \$15.00 per year.

2.) Once licensed, you will receive an annual business and occupation tax form in the 1<sup>st</sup> week of January. The amount of business and occupation tax due is based on your total gross income received from all rental properties. If you received no income from your rental property, you still must file your tax return and show gross income as "0".

3.) If you sell your rental property, it is necessary that you notify us in writing as of the date your business ceased, to whom you sold the property, and if the new owner will continue to use the property as rental. You need to also file a "final" business and occupation tax return as of the date you sold the property.

4.) If you have any questions, please contact our License and Tax Clerk at (304) 457-3700 ext. 211.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)

**Office Use Only:**

Amount Received: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check/Cash: \_\_\_\_\_