



Office of the Township Clerk | Township of Montclair
205 Claremont Avenue | Montclair, New Jersey 07042
Telephone: 973-509-4900 | Fax: 973-509-0874
Email: licenses@montclairnjusa.org

APPLICATION FOR AUCTION LICENSE

Completed applications shall be returned to the Office of the Township Clerk. This application must be reviewed by the Township Manager and the Chief of Police for applications which include an auctioneer. There will be fees due and payable to the Township of Montclair pursuant to Township Code §86-4 upon issuance of the license(s) by the Township Clerk except for auctions conducted on the premises of any religious, fraternal or charitable corporation or association, the net proceeds or profits of which auctions are devoted exclusively for religious, charitable, educational, benevolent or eleemosynary purposes, and the auctioneer (if applicable) conducting such auction receives no moneys or other consideration for conducting such auction. Proof of nonprofit status must be submitted by nonprofit organizations with the application. Any of the following is acceptable evidence of nonprofit status: (a) a copy of a currently valid IRS tax exemption certificate;(b) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status; (c) any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

Township Code § 88-6 requires applicants to provide 10 days' notice of auction sales to the Township, and the items to be sold must be available for inspection within 24 hours prior to the opening of such auction sale.

[Chapter 86. Auctions and Auctioneers](#)

[§ 86-4. License fees.](#)

- A. Fees for licenses issued shall be on per-auction basis at the rate of \$50 per auction.
- B. Fees for auctioneers' licenses issued shall be:
 - 1. For an annual license: \$100 per year.
 - 2. For a per-diem license: \$30 per day.



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SECTION 1. APPLICANT INFORMATION

Business or Individual Name: _____

Business or Home Address: _____

Full Name of Business Owner (if applicable): _____

Phone Number: _____ E-Mail: _____

SECTION 2. NATURE OF AUCTION

Category A: For Profit. Auction sales open to the public and established, maintained, or conducted for the purpose of making a profit, where goods or property will be sold or offered for sale to the highest bidder.

Category B: Nonprofit. Auction sales open to the public and net proceeds or profits of auction will be devoted exclusively for religious, charitable, educational, benevolent or eleemosynary purposes, and the auctioneer (if applicable) conducting such auction receives no moneys or other consideration for conducting such auction.

Proof of nonprofit status attached? Y N

SECTION 3. AUCTION EVENT INFORMATION

Auction date: _____

Location where auction will be conducted: _____

Nature of goods to be auctioned: _____

SECTION 4. AUCTIONEER INFORMATION

Will there be an auctioneer? No (If No, skip to Section 5) Yes If Yes, you **must** include with this application a bond in the amount of \$1,000.00 dollars running in favor of the Township executed by the applicant and a surety company authorized to do business in New Jersey, as surety.

Name: _____ Address: _____

Phone Number: _____ E-Mail: _____

Licensed by the Township of Montclair as an auctioneer? No Yes (attach a copy of license)

SECTION 5. AGREEMENT

I am the applicant or an authorized agent of the applicant listed in Section 1 of this application. Applicant agrees to abide by all the requirements of Montclair Code §86 Auctions and Auctioneers and any amendments thereof and supplements thereto.

Name: _____ Signature: _____ Date: _____

***** FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE *****

	APPROVED	SIGNATURE (please include name if designee)	DATE	COMMENTS
Township Manager or designee	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Staff member issuing license (Clerk's Office)	License No.	Issue Date	Distribution (copy of license)	Staff initials
			<input type="checkbox"/> Police Department	