



Office of the Treasurer & Tax Collector

City and County of San Francisco

Street Address: 1 Dr. Carlton B. Goodlett Place, City Hall, Room 140, San Francisco, CA 94102

Telephone: (415) 554-5204

Fax: (415) 554-5316

FOR OFFICE USE ONLY

LICENSE NUMBER _____

DATE ISSUED _____

ALARM LICENSE APPLICATION (INCLUDES RENEWAL)

I. RESIDENCE ALARM SUBSCRIBER'S NAME (Last, First, Middle Initial)

DAY PHONE #: _____ NIGHT PHONE # _____ FAX: _____

ADDRESS OF ALARM SITE (include apt., bldg. or unit number) (Street, City, State, Zip)

C/O _____ DAY PHONE #: _____ FAX: _____

MAILING ADDRESS (If different from site address)

II. BUSINESS ALARM SUBSCRIBER'S NAME FEDERAL ID # _____

DAY PHONE #: _____ NIGHT PHONE # _____ FAX: _____

ADDRESS OF ALARM SITE (include apt., bldg., or unit number) (Street, City, State, Zip)

C/O _____ DAY PHONE #: _____ FAX: _____

MAILING ADDRESS (If different from site address)

III. ALARM INFORMATION

ALARM INSTALLATION COMPANY NAME PHONE FAX

ALARM MONITORING COMPANY NAME PHONE FAX

ALARM START DATE

IV. EMERGENCY INFORMATION (Names and phone numbers of two persons for emergency contact)

CONTACT PERSON'S NAME (Last, First, Middle Initial) DAY PHONE # NIGHT PHONE #

CONTACT PERSON'S NAME (Last, First, Middle Initial) DAY PHONE # NIGHT PHONE #

I have carefully read the completed application and declare under penalty of perjury that the foregoing is true and correct.

APPLICANT'S SIGNATURE

DATE

PLEASE SEND TO YOUR ALARM COMPANY THE COMPLETED APPLICATION WITH CHECK MADE OUT TO YOUR ALARM INSTALLATION OR MONITORING COMPANY. HOWEVER, IF YOUR ALARM IS ALREADY INSTALLED AND IS NOT MONITORED BY A MONITORING COMPANY, PLEASE SEND THE COMPLETED APPLICATION WITH CHECK MADE OUT TO SF TAX COLLECTOR TO:

Office of the Treasurer & Tax Collector
City and County of San Francisco
License Unit
P.O. Box 7427, San Francisco, CA 94120-7427

AMOUNT PAID \$ _____

NON-REFUNDABLE LICENSE FEE:
RESIDENTIAL (\$40)
COMMERCIAL (\$60)

IMPORTANT ALARM LICENSE INFORMATION

I. License Required; Application; Fee; Transferability.

- (a) No alarm user shall operate or cause to be operated an alarm system at its alarm site without a valid alarm license. A separate alarm license is required for each alarm site.
- (b) The initial alarm license fee must be paid to the alarm installation company at the time the alarm system is installed or to the alarm monitoring company at the time the alarm user contracts with the company for monitoring services. If the alarm user does not use an alarm installation or monitoring company, the fee must be submitted to the Tax Collector within five (5) days after the alarm system installation or alarm system takeover.
- (c) An alarm license cannot be transferred to another person or alarm site. An alarm user shall inform the Tax Collector of any change that alters any of the information listed on the alarm license application within five (5) business days of such change.

II. Alarm License Duration And Renewal

- (a) An alarm license shall expire at 12:01 a.m. on January 1 of each year, and must be renewed every year.
- (b) Failure to renew the license will be classified as use of a non-licensed alarm system and citations and penalties shall be assessed without waiver.

III. Penalties

- (a) No penalty shall be assessed for the first false alarm from an alarm system during the calendar year. Thereafter, the alarm user shall pay a penalty for each subsequent false alarm from the same alarm system during the calendar year, based upon the following schedule:

<u>NUMBER OF FALSE ALARMS</u>	<u>PENALTIES</u>
1	No penalty
2	\$100
3	\$150 per alarm
4	\$200 per alarm
5 or more	\$250 per alarm

- (b) Any person operating a non-licensed alarm system will be subject to a penalty of \$100, as well as a penalty of \$250 for each false alarm, including the first false alarm during the calendar year.