



CITY OF NEWPORT
 DEPARTMENT OF FINANCE & ADMINISTRATION
 LICENSE DIVISION
 (859) 292-3660

CN-18

**RENEWAL OF OCCUPATIONAL LICENSE
 FOR COMMERCIAL RENTAL PROPERTY
 LICENSE PERIOD JULY 1ST THROUGH JUNE 30TH**

NAME &
 ADDRESS
 OF
 BUSINESS
 EMAIL

NOTIFY DEPT. OF FINANCE & ADMINISTRATION OF ANY CHANGE IN NAME AND ADDRESS SHOWN ABOVE

DUE DATES
 BUSINESSES ON A CALENDAR YEAR - APRIL 15TH
 BUSINESSES ON A FISCAL YEAR - 105 DAYS AFTER THE END OF THE FISCAL YEAR

PLEASE INDICATE YOUR FISCAL YEAR END IF NOT 12/31 IN THE SPACE PROVIDED _____

Enter you Federal & Kentucky taxpayer Identification Numbers on the appropriate line below. If you do not have these numbers, please enter your Social Security Number. Failure to properly list these identification numbers will result in a delay in the processing of your return.

FEDERAL EMPLOYER I.D. _____
 KENTUCKY EMPLOYER I.D. _____
 SOCIAL SECURITY NUMBER _____

If your accounting period is based on a calendar year, use the receipts information as of December 31 of the proceeding calendar year.
 If your accounting period is based on a fiscal year other than a calendar year, use gross receipts as of the most recently completed fiscal year.

Section I

- 1. Total Gross Receipts for the Previous Year \$ _____
- 2. Multiply Line 1 by .0035 (Enter amount here) \$ _____
 If the amount on Line 2 is greater than \$75, this is the amount you pay.
 If the amount on Line 2 is \$75 or less, you pay the \$75 minimum
- 3. Actual Amount Due (if paid by due date) \$ _____
- 4. Minimum Penalty is \$25 or 5% of Line 3 per month or fraction thereof \$ _____
 past the due date up to 25% whichever is greater
- 5. Interest is 1% of Line 3 per month or fraction thereof \$ _____
- 6. Total Remittance \$ _____

EXTENSION REQUESTS ARE REQUIRED TO BE ACCOMPANIED BY AN ESTIMATED PAYMENT OR A MINIMUM OF \$75

Section II

To properly complete this section, please list the property addresses of all commerical rental properties in the City of Newport.

I hereby certify that the information and statements contained herein and any schedules and exhibits attached are true and correct.

Signed **X** _____

Official Title _____ Date _____

(Owner, Officer, Partner, Member, Agent, etc.)

License Period Ending _____

Due On or Before _____

CITY OF NEWPORT

MAKE PAYABLE TO: DEPT. OF FINANCE
 LICENSE DIVISION
 RETURN TO: P.O. BOX 1090
 NEWPORT, KY 41071-0090

The purpose of **FORM CN-18** is for the filing of a **Renewal of Occupational License for Commercial Rental Property** that is rented or leased for a **Business** not a residential purpose.

The filing date is April 15 for any business entity on a calendar year and 105 days after the end of any fiscal year.

If you are filing Returns for previous years that are now delinquent, please file the most delinquent returns first. For any payments that were due prior to April 15, 2006, be sure to include a penalty of 10% and interest at the rate of 1% per month(or fraction thereof) from the April 30 of the year in which the payment was originally due.

For any payments that were due after April 15, 2006 be sure to include a penalty of 5% of the amount due per month(or fraction thereof) up to 25% or \$ 25.00 whichever is greater and interest of 1% per month(or fraction thereof) after the due date.

If you are filing for a **Renewal of Occupational License for Residential Rental Property**, please go to **FORM CN-17**.

If you are filing for a **Renewal of Occupational License** by businesses/persons who have been licensed to do business in the City of Newport during the present fiscal year, please go to **FORM CN-16**.

If you want to file an initial application for an Occupational License in the City of Newport for businesses/persons who have not been licensed to do business in the City for the last fiscal year, please go to **FORM CN-2**. The City's fiscal year runs from July 1 of one year to June 30 of the next.