

Auto Lease and Rental License Checklist

This application will be returned if the following documentation is not submitted:

- ☐ Auto Lease and Rental License Application.
- ☐ Business Structure Documents
 - If Sole Proprietor, Business Certificate
 - If partnership, Partnership Agreement
 - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- ☐ Federal Certification and State Tax Certificates completed, dated and signed
- ☐ Workers Compensation Affidavit completed, dated and signed
- ☐ A certified list of direct abutters
- ☐ An affidavit of notice to abutters
- ☐ A plan or sketch drawn to scale, showing detail of the site
- ☐ \$200 Fee paid by check made payable to the Town of Hanover. (Hearing Fee)
- ☐ \$250 Fee paid by check made payable to the Town of Hanover upon issuance of the license