



SOLICITOR PERMIT

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

Los Lunas, NM 87031

(505) 839-3842

Prior to submitting this application, please review the information and additional requirements on the following page.

1. CONTACT INFORMATION

Applicant: _____ Phone: _____

Mailing Address: _____ City _____ State _____ Zip _____

Email Address: _____

☐ NM Tax # (Issued by the New Mexico Taxation and Revenue Department) _____ or ☐ Using Personal Tax Information
Please DO NOT include your identifying number.

2. VENDING INFORMATION

Business Name: _____

Company Contact Person: _____ Phone Number: _____

General Door-to-Door Sales Location: _____

If no address, provide legal description (subdivision, block, lot) _____

Beginning Date: _____ Ending Date _____ Total Days: _____

What will you be selling? _____

Did you include a surety bond in the amount of \$1,000 as required by the Municipal Code Section 5.04.020(F)? ☐ Yes ☐ No

Do you understand there is no soliciting after dark and agree to only solicit during daylight hours? ☐ Yes ☐ No

Have you obtained a Solicitor Permit through the Village of Los Lunas before? ☐ Yes ☐ No

3. SIGNATURE OF AUTHORIZED APPLICANT

By signing below, I understand that I am obliged to pay the Solicitor Fee, assessed at \$1.00 a day for a minimum of \$30 days. I agree not to vend on public property, including street corner vending on a public right-of-way; and I agree not to sell in any restricted areas. I have provided all required documentation, including at least one form of identification, at the time of this application. I agree to carry a copy of my Solicitor Permit at all times while I am vending. ***I have obtained a surety bond in the amount of \$1,000 and have provided proof with this application. I agree to carry a copy of my ID card in addition to my Vendor Permit while I am soliciting. I understand there is no soliciting after dark, and I agree to only solicit during daylight hours.***

Printed Name _____ Signature _____ Date _____

OFFICE USE ONLY

Permit #: _____

Received Date _____

☐

APPROVED

☐

DENIED

Reviewed By: _____ Date: _____

NOTES

For Cashier's Use Only

FEE CALCULATION

MINIMUM SOLICITOR FEE		\$ 30.00
SOLICITOR FEE, ADDITIONAL DAYS	x \$1	\$
TOTAL FEES		\$

SOLICITOR PERMIT

Required Documentation

WHAT IS A SOLICITOR?

Soliciting, or door-to-door knocking, in the Village of Los Lunas is regulated by Section 5.04.020(F) of the Municipal Code, which states:

*"(...) Solicitors, nonresident persons not having resided in the village for a period of six months and itinerant solicitors soliciting applications for sales of real estate, sale of clothing, merchandise, magazines, equipment, photography or other articles, and who do not maintain a regular place of business licensed under Chapter 5.08, shall pay license fee at the rate of one dollar per day for a minimum of thirty days payable in advance; in addition thereto and **prior to engaging in such soliciting they shall provide and furnish bond in the sum of one thousand dollars to the village for the use and benefit to any person who may suffer damages growing out of any transactions had with such solicitor to be recovered by action in district court in the name of the person suffering such damage, together with attorney fees as may be allowed by the court, such bond to be in full force and effect for the period of one year after its execution and delivery.** (...)"*

SURETY BOND

A copy of the required bond must be included in the application packet. The bond must be for the sum of \$1,000.00 to the Village of Los Lunas and shall remain in full force for one full year.

PROOF OF IDENTIFICATION

At the time of application submittal, proof of identification must be furnished to the Community Development Department. Do not submit nor include a copy of such identification. It must only be visually inspected by the permit technician.

PERMIT SUBMITTAL

Applications must be turned in to the Community Development Department at 660 Main St NW, Los Lunas, NM 87031 Monday through Friday, 8:00am - 5:00pm.