

LIBERTY TOWNSHIP, BUTLER COUNTY, OHIO

7162 Liberty Centre Drive, Suite A

Liberty Township, OH 45069

(513) 759-7500

www.liberty-township.com

Application _____

Good for 90 Days _____

Start Date: _____

End Date: _____

SOLICITORS AND TRANSIENT VENDORS APPLICATION
(ORC § 505.94, Resolution No. 2017-74)

\$50.00 APPLICATION FEE – ADDITIONAL \$10.00 FEE PER SALES PERSON

October 1st until April 30th Hours of Solicitation: 9:00 a.m. to 6:00 p.m.

May 1st until September 30th Hours of Solicitation: 9:00 a.m. to 9:00 p.m.

Name of Business: _____ Tax ID Number: _____

Business Address: _____

Business Telephone: _____ Website: _____

Product / Service Being Sold: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone: _____ Email: _____

Applicant's Identification: _____ * Copy of all identifications will be attached to this application

Manager / Supervisor Name: _____

Manager's Telephone: _____ Email: _____

Length of Time in Liberty Township: _____

Please List Any Vehicles Used: (use additional paper if necessary)

License Plate: _____ Make: _____ Model: _____ Color: _____ Year: _____

License Plate: _____ Make: _____ Model: _____ Color: _____ Year: _____

Additional Sales People Along with Identification: (use additional paper if necessary)

* Copy of all identifications will be attached to this application

***** DISCLAIMER: Please be advised this information may be used for WARRANT checks. *****

I confirm that I have received, read, and understood this form including the information on the back.

Applicant's Signature: _____ Date: _____

Township Signature: _____ Date: _____

**SOLICITORS AND TRANSIENT VENDOR INFORMATION
(ORC § 505.94, Resolution No. 2017-074)**

Solicitor & Transient Vendor Registration Process

1. Complete Registration Form and BCSO Form. Each Representative of the Vendor (“Representative” or salesperson) will need a State ID or other approved identification. One application needs to be completed per federal tax identification number. The Applicant (the individual completing the application on behalf of the Transient Vendor or company) must provide the fee with the application.
 - \$50 for the first individual with a \$10 fee per additional Representative affiliated with the same organization up to a maximum of \$150.
2. Liberty Township will photocopy each ID and take a photo of each Representative. Liberty Township will forward the form to the designated BCSO personnel.
3. Liberty Township will inform the Applicant when the badges, application, *Do No Solicit List*, and any additional paperwork are ready to be picked up. These items must be picked up by the Applicant only. No solicitation shall commence until the paperwork and badges are completed, approved, and picked up.

Liberty Township Solicitor & Transient Vendor Requirements

1. Solicitors, Transient Vendor (“Vendor”), and Representative of the Vendor (“Representative”) are limited to the hours of 9 a.m. to 6 p.m. October 1st through April 30th and from 9 a.m. to 9 p.m. May 1st through September 30th.
2. No solicitation shall occur on any residence where a *No Soliciting* decal or sign is displayed.
3. Liberty Township has created a *Do No Solicit List*. The *Do No Solicit List* records the households that do not want solicitors, Vendors to visit, or Representatives. This list will include the most up-to-date households that have enrolled at the time the Vendor registered. It is the responsibility of the Vendor or Representatives to check the Liberty Township website for the up-to-date list. **No solicitation shall occur at any residence that is listed on the *Do No Solicit List*.**
4. Each Representative must wear the Liberty Township provided Solicitor Identification Badge where it can be seen and carry a copy of the application form upon his or her person while soliciting. If asked by a resident or Butler County Sheriff’s Office deputy, the Representative must present the badge and form.
5. Penalty: Whoever violates Resolution No. 2017-074 will be guilty of a misdemeanor as set forth in ORC § 505.99. If a solicitor, Vendor, or Representative has been issued a citation and then either paid the citation or the citation has been adjudicated with a guilty finding than the license will be revoked and the Vendor will not be allowed to get another permit for a period of 1 year.
6. Penalty: In addition, any solicitor, Vendor, or Representative that solicits at a residence with a *No Soliciting Decal*, any residence on the *Do Not Solicit List* on file with their application, or any other sign that indicates no soliciting will be prosecuted for criminal trespassing.