

City of Covina Real Estate Guidelines

Corporations, Brokers and Salespersons/Agents

Real Estate Office Located in Covina

Designation	Type	Business Location	Tax Application
Broker	Employing Broker <ul style="list-style-type: none"> Active DRE License 	Commercial <ul style="list-style-type: none"> Commercial address in Covina 	Tax, Penalty, Applicable Fees, Zoning, Certificate of Occupancy, SB1186 (Prior and Current years) In-Town License Packet Required
	Employing Broker <ul style="list-style-type: none"> Active DRE License 	In-Home <ul style="list-style-type: none"> Residential address in Covina 	Tax, Applicable Fees, Zoning, SB1186 (Current year) In-Home License Packet Required
	Associate Broker <ul style="list-style-type: none"> Active DRE License 	Commercial <ul style="list-style-type: none"> Commercial address in Covina 	Tax, Processing fee (\$30) only, SB1186 (Current year) In-Town License Packet Required
	Associate Broker <ul style="list-style-type: none"> Active DRE License 	In-Home <ul style="list-style-type: none"> Residential address in Covina 	Tax, Processing fee (\$30) only, SB1186 (Current year) In-Home License Packet Required
Salesperson	Agent/Salesperson <ul style="list-style-type: none"> Active DRE License 	Employing Broker in Covina <ul style="list-style-type: none"> Commercial or Residential address in Covina 	Tax, Processing fee (\$30) only, SB1186 (Current year) In-Town License Packet Required
Corporation	Registered with California Secretary of State and DRE	Commercial <ul style="list-style-type: none"> Commercial address in Covina 	Tax, Penalty, Applicable Fees, Zoning, Certificate of Occupancy, SB1186 (Prior and Current years) If a broker is listed as an officer of a Corporation and that Corporation has a City business license, the broker is exempt from individual business license. In-Town License Packet Required
	Registered with California Secretary of State and DRE	In-Home <ul style="list-style-type: none"> Residential address in Covina 	Tax, Applicable Fees, Zoning, SB1186 (Current year) If a broker is listed as an officer of a Corporation and that Corporation has a City business license, the broker is exempt from individual business license. In-Home License Packet Required

City of Covina Real Estate Guidelines

Corporations, Brokers and Salespersons/Agents

Real Estate Office Located Outside of Covina Listing Property in Covina

Designation	Type	Business Location	Tax Application
Broker/Salesperson	Broker/Salesperson <ul style="list-style-type: none">Active DRE License	Business located outside Covina <ul style="list-style-type: none">Listing property in Covina	Tax, Processing fee (\$30), SB1186 (Current year) <u>Out-of-Town License Packet</u>

For additional information, contact Steve Painter, City of Covina Finance Department (626) 384-5503