



OVERVIEW

Credit Access Business Registration

A Certificate of Registration is required for all credit access establishments. A new registration is required on an annual basis or if a business is relocated, occupancy type or use is changed, the name of a business is changed, or ownership is changed. Ownership changes include selling the businesses to another sole proprietor, selling the business to another franchisee, or selling the business to another corporate entity, **Certificates of Registration are not transferable from one person to another or from one entity to another.** It is highly recommended that each applicant contact the Development Services Department to verify information prior to completing this application and the required attachments.

All Applicants: The staff is required to determine that each business entity has the proper documentation to conduct business in the City. To that end, each sole proprietor or corporate entity will need to provide documentation with this application. **Every application must be accompanied with the following documents:**

1. A copy of the valid State license held by the credit access business
2. A copy of the certificate of occupancy issued by the City
3. A non refundable fee of \$250.00

Note: The name on all the documents must be the same. If it is a corporate name and a DBA, the documents should include both. For example, ABC Corporation: DBA XYZ Store. The State license must be for the business location in Universal City.

If you have any questions, please call the Development Services Department at (210) 659-0333, Ext 723.



APPLICATION

Credit Access Business Registration

The following is an application for registration of a Credit Access Business. The annual fee for registration is \$250.00. A Certificate of Registration expires on the earlier of one year after the date of issuance; or the date of revocation, suspension, surrender, expiration without renewal or other termination of the registrants' State license. A registrant shall apply for renewal at least thirty (30) days before the expiration of the registration.

You may mail this application(s), attachments, and the fee (payable to the City of Universal City) to the Development Services Department, 2150 Universal City Boulevard, Universal City, Texas 78148 or deliver your application to City Hall, 2150 Universal City Blvd., Universal City, Texas. A receipt and the original registration will be mailed to the store location in Universal City.

Please answer all of the following:

1. New Building ____ Existing Building ____ Square footage (floor area) _____
2. Business Name or Trade Name _____
 Address of Property to be occupied in Universal City _____
 Mailing Address _____
 City _____ State _____ Zip Code _____
 Business Phone _____ Business Fax _____
3. The names, street addresses, mailing addresses, and telephone numbers of all owners of the credit access business and other persons with a financial interest in the credit access business, and the nature and extent of each person's interest in the credit access business. Attach to the Application.
4. I understand that no Certificate of Registration shall be issued until such time that all required documentation has been provided.

By signing this document, I hereby understand and verify, to the best of my ability, that all of the information contained herein, and within the required attachments, is true and correct.

Signature of Owner* _____ **Date** _____

*If the person signing this document is not the owner of the business/corporation, the owner of the business/corporation must provide a letter, on company letterhead, naming the person(s) who are authorized to sign on behalf of the owner.

FOR OFFICE USE ONLY

Zoning District _____ Permitted Use? _____ Conditional Use? _____ Existing Non-Conforming Use? _____
Date of Issuance _____

Attachment Verification:

- A copy of the valid State license held by the credit access business
- A copy of the certificate of occupancy issued by the City
- A non refundable fee of \$250.00

