

**MEMORANDUM FOR** Commercial Affairs, DHR, USAG Bamberg, APO AE 09139

**SUBJECT:** Request to host an individual Yard/Basement Sale

1. Request authorization to host a yard/basement sale.
2. I agree that I will not sell any commercial goods and that I will not sell to any non-member of the US Forces without acquiring an AE Form 2074 (Permit to Transfer) prior to the sale of goods. I understand and agree to the customs regulations governing this sale. Violators will be subject to Administrative action which may include a Garrison Bar to entry. Off-post sales are not permitted. Authorized off-post residents can host a sale on Warner Barracks in a designated sale area or in conjunction with an on-post resident.
3. I understand I am allowed to conduct not more than four (4) sales annually, (January - December) for a period of not more than two consecutive days per sale. I also understand that I am responsible for maintaining proper policing of the area during and after the sale. I will remove any signs, wires, rope, garbage, tape, and poles after the sale within 12 hours. I understand that I will not conduct sales on Sundays. Approved sale hours are limited to not earlier than 0800 and not later than 1800 on approved sale days.
4. I understand I must be able to present this document upon request during and after the sale to any law enforcement, customs or misconduct authority.

**Quarters/Bldg:**

**Requested Date:**

**Telephone:**

**Unit:**

**E-Signature/name:**