

Sale Information

Types of sales governed by this application include: Going out of business, insurance, bankruptcy, mortgage, insolvent, assignee's, executor's, administrator's, receiver's, trustee's removal, closing out, lost our lease, forced to vacate, and sale of goods, wares and merchandise damaged by fire, smoke, water or otherwise.

NOTE - This application addresses only a sale indicating a belief that upon disposal of the stock of goods on-hand, the business will cease and discontinue operation at the premises where the sale was conducted.

Type of sale: _____

Sale start date: _____

Sale end date: _____

Descriptive name of sale (*Explain why the type of sale is accurate and truthfully descriptive*):

Explanation of the condition / necessity for the sale (*use additional sheets if necessary*):

Inventory of goods

A full, detailed, and complete inventory of the goods offered for sale is required via electronic format. List separately any goods purchased during a 60-day period immediately prior to the date of this application.

The full and detailed inventory of goods shall consist of the following:

- A complete listing of goods to be sold (electronic format required).
- Itemization of the goods to be sold, including make and brand name, if any.
- A separate list of all goods purchased during a 60-day period immediately prior to the date of filing for license.
- List cost price of each item.
- Total value of inventory at cost.

Person(s) in charge of and responsible for conducting this Sale

Name: _____ Business Title: _____
Last First

Residential Address: _____
Street Address City State ZIP

Telephone: Mobile _____ Business _____ Email: _____

Applicant signature - Notarized

I hereby swear or affirm that all information contained in this application and its attachments, as well as all foregoing statements, are true.

Signature: _____

STATE OF _____)
) ss
COUNTY OF _____)

Sworn to and signed in my presence by _____, and sworn to on this _____
day of _____, 20_____.

Notary Public

My Commission Expires: _____

Acting in the County of _____

NOTE – When issued, the license is valid for 30 days. License may be renewed twice for not more than 30 days each renewal, provided upon submittal an affidavit is included stating goods listed in the original inventory list have not been disposed of, and that no new goods have or will be added to the inventory previously filed. The application for renewal shall include a new inventory list of goods remaining on-hand at the time the renewal application is submitted.

When issued, the license shall be displayed in a conspicuous place in public area of the sales room where the sale is being conducted. A duplicate copy of the license must be prominently posted on the front door of the business. All advertisement regarding the sale must conspicuously show on its face the number of the license and the date of expiration of the license.

Office Use Only

Building Department investigation: **Approved** **Denied** **N/A** **Date:** _____

Fire Department investigation: **Approved** **Denied** **N/A** **Date:** _____

Police Department investigation: **Approved** **Denied** **N/A** **Date:** _____

Other Department: _____ **Approved** **Denied** **N/A** **Date:** _____

Notes: _____

Office of City Clerk: **Approved** **Denied** _____
Signature Date

License number: _____ Date issued: _____ Expiration: _____