



## **Application – Going Out Of Business**

*Application for license to conduct sale in accordance with Michigan Public Act 39 of 1961*

## ***Application Information***

**Submit application to:** City of Westland City Clerk's Office, 36300 Warren Road • Westland, MI 48185  
Telephone: 734-467-3185 • Fax: 734-422-1208 [www.CityofWestland.com](http://www.CityofWestland.com)

Original filing    First renewal    Second renewal   **Fee: \$50.00**

**Date Application submitted:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

*Sales may be for a 30-day period; three sales maximum; \$50 non-refundable fee per sale or sale renewal*

## **Business Information**

Business Name: \_\_\_\_\_

Business Address / Telephone:

Same as business address

Type:  Individual  Partnership  Corporation  Firm  Association  Other:

## **Applicant Information**

Applicant Name: \_\_\_\_\_ Business Title: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone: Mobile Business Email:

Applicant is owner of goods to be sold:  Yes  No (if no, provide owner information)

**With the submission of this application**, the applicant also attests, represents, and warrants that no goods will be added to inventory after this application is filed (or during the sale), and that none of the goods listed were or are held on consignment. Applicant further represents that none of the goods to be offered for sale were ordered for the purpose of selling during this "Going Out Of Business" sale, and that no purchase of goods added to inventory was made within 60 days prior to the filing of this application.

True  Not true (if not true, the license will not be issued)

## 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*):

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

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## 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***

Residential Address: \_\_\_\_\_

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\_\_\_\_\_.  
  
*[Handwritten signature]*

## 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** \_\_\_\_\_

License number: \_\_\_\_\_ Date issued: \_\_\_\_\_ Expiration: \_\_\_\_\_