



License Number: _____

Date: _____

APPLICATION TO CONDUCT SALE

Pursuant to Public Act 39, 1961

“Going out of Business” sale means any sale, whether described by such name or any other name such as, but not limited to “closing out, liquidation, lost out lease, or forced to vacate”, held in such a manner as to indicate a belief that upon disposal of the stock of goods on hand, the business will cease and discontinue at the premises where the sale is conducted.

License Fee: \$50.00

Renewal Fee: \$50.00

Original 1st Renewal 2nd Renewal No extensions permitted after second renewal

License is issued for thirty (30) days each.

BUSINESS INFORMATION:

Name of Business: _____

Address: _____

Phone #: _____ Email: _____

Type: Individual Partnership Corporation Firm Association

Length of time this business has been at this location: _____ years _____ months

APPLICANT INFORMATION:

Name of Applicant: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

Owner of Goods to be Sold: _____

SALE INFORMATION:

Name of Person Conducting Sale: _____

Address of Person Conducting Sale: _____

Location of Sale: _____

How will sale be Conducted? _____

Hours of Sale: _____

Sale Will Begin On _____ and Finish On _____

Reason for Sale: _____

Type of Sale: Going out of Business Liquidation Closing Out Lost Lease
 Forced to Vacate Other - Describe _____

Total Value of Inventory at Cost: \$_____

The following must be provided with the application:

- Notarized “Statement of Applicant” that states the business will be discontinued at the premises where the sale is to be conducted upon termination of the sale and that no goods will be added to the inventory after the application is made or during the sale and that the inventory contains no goods received on consignment.
- A full, detailed, and complete inventory of the goods that are to be sold.
 - * The goods must be itemized and contain sufficient information concerning each item. This includes providing the make and brand name, if applicable, to clearly identify it.
 - * The inventory cannot exceed 200% of the total value of merchandise upon which the applicant paid personal property tax or his predecessor as evidenced by a copy of the last personal property tax receipt issued.
- A separate list noting any goods that were purchased during a 60 day period immediately prior to the date of making application for the license.
- All lists must show the cost price of each item in the inventory as well as the name and address of the seller of the items to the applicant, the date of the purchase, the date of the delivery of each item, and the total value of the inventory at cost.

License must be attached to the front door of the premises where the sale will be conducted, and a copy of the application and inventory must be posted in a conspicuous place in the sales room or placed where the inventoried goods are to be sold.

Please submit the completed application and all required records (see above) along with the required fees to:

City of Battle Creek Clerk's Office
10 North Division Street, Room #111
Battle Creek, MI 49014
(269) 966-3348

