

# Going Out of Business License Application

Required by Act 39 of 1961, State of Michigan

FEE: \$50.00 PER THIRTY-DAY PERIOD

Refer to Section 442.216 (Licenses; terms, renewal, fee), Sec. 6 for details.



Date: _____		Original <input type="checkbox"/>	1 <sup>st</sup> Renewal <input type="checkbox"/>	2 <sup>nd</sup> Renewal <input type="checkbox"/>	
<b>Business Information (Please Print)</b>					
Name: _____		Type of Business: _____			
Address: _____		City: _____	State: _____	Zip: _____	
Individual <input type="checkbox"/>	Corporation <input type="checkbox"/>	Partnership <input type="checkbox"/>	Firm <input type="checkbox"/>	Association <input type="checkbox"/>	DBA <input type="checkbox"/>
<b>Applicant's information (Please Print)</b>					
Name: _____		Title: _____			
Address: _____		City: _____	State: _____	Zip: _____	
<b>Sale Information (Please Print)</b>					
Type of Sale: <input type="checkbox"/> Closing Out <input type="checkbox"/> Liquidation <input type="checkbox"/> Lost Lease <input type="checkbox"/> Forced to Vacate <input type="checkbox"/> Going out of Business					
Location of Sale: _____					
Starting Date of Sale: _____		Ending Date of Sale: _____			
Reason for Sale: _____					
Owner of Goods to be Sold: _____					
Name of Person(s) in Charge and Responsible for Conducting the Sale: _____					
<b>Inventory Information</b>					
(An inventory list of the goods that are to be sold during this sale must be attached with this application.)					
The State Law (Act 39 of Public Acts of 1961) requires that the inventory list include:					
1. Itemized list of goods to be sold, described with make and brand name, if any, sufficient for clear identification.					
2. Separate list of goods, purchased 60 days or less immediately prior to the date of this application.					
3. Cost price of each item, name and address of the source, date of purchase, and delivery date.					
<b>Total Value of Inventory at Cost:</b> _____					
I HEREBY CERTIFY THAT I AM THE OWNER OF THE GOODS TO BE SOLD EITHER INDIVIDUALLY OR IN MY POSITION WITH THE PARTNERSHIP/CORPORATION/FIRM OR ASSOCIATION LISTED ABOVE. THAT I HAVE READ THE ABOVE AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS APPLICATION WILL BE COMPLIED WITH WHETHER SPECIFIED OR NOT.					
STATE OF MICHIGAN    ) ) SS. COUNTY OF CLINTON    )					
On this _____ day of _____, 20____, before me, a notary public, in and for the said county, personally appeared _____, who made oath that he/she has read the foregoing and the contents thereof are true.					
_____ Notary Public Acting in Clinton County, Michigan My Commission Expires: _____					



LICENSE TO CONDUCT SALE

UNDER ACT 39, P. A. 1961

STATE OF MICHIGAN

This is to certify that \_\_\_\_\_  
has duly qualified and otherwise complied with the provisions of the State Law and is hereby  
licensed to conduct a "going out of business sale" at \_\_\_\_\_  
in the City of DeWitt between the dates of \_\_\_\_\_ and \_\_\_\_\_  
inclusive, and to advertise, represent and sell the goods shown on the inventory filed with this  
application.

Copy of application and inventory shall be posted conspicuously in the sales room, and duplicate  
copy of this license must be attached to the front door in a manner to be clearly visible from the  
street.

Number of License

\_\_\_\_\_

Date of Expiration

\_\_\_\_\_

Issued \_\_\_\_\_

FEE: \$50.00

(seal of the City)

\_\_\_\_\_  
City Clerk or Authorized Designee



FIRST RENEWAL OF  
LICENSE TO CONDUCT GOING OUT OF BUSINESS SALE  
UNDER ACT 39, PUBLIC ACTS 1961  
STATE OF MICHIGAN

License No. \_\_\_\_\_ heretofore issued is hereby renewed for a period of thirty (30) days

from \_\_\_\_\_ to \_\_\_\_\_

A copy of the application for renewal and inventory (attached) shall be posted conspicuously in the sales room and duplicate copy of the renewal of this license must be attached to the front door in a manner to be clearly visible from the store.

Number of License

Date of expiration of first renewal

\_\_\_\_\_

\_\_\_\_\_

Renewal Issued: \_\_\_\_\_

Effective: \_\_\_\_\_

\_\_\_\_\_  
City Clerk or Authorized Designee

SECOND RENEWAL OF  
LICENSE TO CONDUCT GOING OUT OF BUSINESS SALE  
UNDER ACT 39, PUBLIC ACTS 1961  
STATE OF MICHIGAN

License No. \_\_\_\_\_ heretofore issued is hereby renewed for a period of thirty (30) days  
from \_\_\_\_\_ to \_\_\_\_\_

Copy of application for renewal and inventory (attached) shall be posted conspicuously in the sales room and duplicate copy of the renewal of this license must be attached to the front door in a manner to be clearly visible from the store.

Number of License

Date of expiration of second renewal

\_\_\_\_\_

\_\_\_\_\_

Renewal Issued: \_\_\_\_\_

Effective: \_\_\_\_\_

\_\_\_\_\_  
City Clerk' or Authorized Designee

## INVENTORY INSTRUCTIONS

ACT 39 of the Public Acts of 1961 provides that a copy of this inventory be posted on the premises on which the sale is to be conducted. Posted copy need not show the cost prices.

- Inventory must reflect all merchandise currently on hand.
- Inventory must be printed or in legible handwriting.
- Each page of the inventory must be numbered.
- The last page of the inventory must list the total number of pages, the date, the total value of the inventory at cost, and be signed by the owner or responsible company officer.
- List separately any goods which were purchased during a 60 day period immediately prior to the date of making application for the license.
- The inventory itself must contain the following information:
  1. Quantity of a particular item
  2. A sufficient description of the item to clearly identify it.
  3. Vendors name, address, date of purchase, and date of delivery.
  4. Individual cost of each such item.

Example:

Quantity	Description (make & brand)	Cost Price Per Item	Purchased from (Name & Address)	Date Purchased	Date Received	Total Value
12	Model X15 Skyline Radios	\$150.00	John Doe Co. 123 W Main St Anytown, USA	08-01-06	08-16-06	\$1,800.00
14	Model ABC Eton Clocks	\$50.00	ABC Company 456 E Bridge St Springfield, USA	11-15-07	12-01-07	\$700.00
<b>Last page</b>	<b>must have:</b>					
<b>Total # of Pages</b>					<b>Provide TOTAL</b>	<b>\$</b>
<b>Signed by</b>	<b>Owner or</b>	<b>responsible</b>	<b>Company officer</b>		<b>Be dated</b>	

Two (2) copies of the inventory must accompany the completed application.

- Original is filed with the application
- Duplicate is posted with the License where the sale is conducted

### **RENEWAL OF LICENSE:**

The application for renewal of the License shall be made not more than 13 days prior to the time of the expiration of the license and shall contain a new inventory of goods remaining on hand at the time the application for renewal is made, which new inventory shall be prepared and furnished in the same manner and form as the original inventory. No renewal shall be granted if any goods have been added to the stock listed in the inventory since the date of the issuance of the License.



