



NOVI CITY CLERK'S OFFICE  
45175 W. TEN MILE ROAD  
NOVI, MI 48375  
(248) 347-0456  
Fax (248) 347-0577

**GOING OUT OF BUSINESS SALE, REMOVAL SALE,  
OR DAMAGED GOODS SALE APPLICATION**  
Pursuant to MSA 19.01

Name and address of applicant owning goods to be sold:

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If the applicant is a partnership, corporation, firm or association, the name and address and the position of the person filing this application:

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Name and style in which such sale is to be conducted:

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Address where sale is to be conducted:

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Dates and periods of time during which the sale is to be conducted:

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Name and address of the person who will be in charge and responsible for the conduct of the sale:

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Provide a full, detailed and complete inventory of the goods that are to be sold, which inventory shall:

- (1) Itemize the goods to be sold and contain sufficient information concerning each item, including make and brand name, if any, to clearly identify it.
- (2) List separately any goods that were purchased during a 60-day period immediately prior to the date of making application for a license.
- (3) Show the cost price of each item in the inventory together with the name and address of the seller of the item to the applicant, the date of purchase, the date of delivery of each item to the applicant and the total value of the inventory at cost.
- (4) In no case exceed 200% of the total value of merchandise upon which personal property tax was paid by the applicant, or his predecessor as evidenced by a copy of the last personal property tax receipt issued.

Provide a statement 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.

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**NOTE** – License is valid for 30 days. It may be renewed twice for not more than 30 days for each renewal, upon submittal of an affidavit of the licensee that the goods listed in the inventory 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 be made not more than 13 days prior to the expiration and shall contain a new inventory of goods remaining on hand at the time of the application for renewal.

A fee of \$50.00 shall accompany an application for the license and for the renewal of a license.

A copy of the license is to be displayed in a conspicuous place in the sales room where the sale is being conducted. A duplicate copy must be posted on the front door. Any advertisement regarding the sale must conspicuously show on its face the number of the license and the date of the expiration of the license.

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**For office use only**

Date paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_ Inventory List: \_\_\_\_\_