



For Office Use Only:
DATE: _____
LICENSE # _____
EXPIRATION _____

**CITY OF ANN ARBOR  
APPLICATION FOR LICENSE TO  
CONDUCT A FIRE, REMOVAL OR GOING OUT OF BUSINESS LICENSE**

PLEASE ALLOW A MINIMUM OF 48 HOURS FOR PROCESSING OF THE APPLICATION. A NON-REFUNDABLE FEE OF \$115 IS DUE AT THE TIME OF APPLICATION. A GOING OUT OF BUSINESS LICENSE IS RENEWABLE UP TO TWO TIMES AT \$115 FOR EACH RENEWAL.

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

Parcel Number: \_\_\_\_\_

Address where sale is to be conducted: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

Name and Address of Applicant: \_\_\_\_\_

(Must be the owner of the goods) \_\_\_\_\_

Nature of Business Entity:  INDIVIDUAL  PARTNERSHIP  CORPORATION

OTHER \_\_\_\_\_

Name and Address of Person Responsible for Conduct of Sale: \_\_\_\_\_

The name and style in which such sale is to be conducted: \_\_\_\_\_

Nature of occupancy:  LEASE  SUB-LEASE  OWNER

Date of termination of such occupancy: \_\_\_\_\_

**Give a full explanation with regard to the condition or necessity, which is the occasion for the sale, including a statement of the descriptive name of the sale and the reasons why the name is truthfully descriptive of the sale:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Sale: \_\_\_\_\_ (30 days allowed)

Days of Week/Hours \_\_\_\_\_

Are all Personal Property Taxes paid?  YES  NO

Were you in business on December 31 of last year?  YES  NO

Are you aware that a Jeopardy Assessment will be filed on your Personal Property?  YES  NO

**A COPY OF THIS FORM AND A CURRENT CITY OF ANN ARBOR GOING OUT OF BUSINESS LICENSE MUST BE DISPLAYED FOR THE DURATION OF THE SALE.**

**\*OVER\***

**Please attach a full, detailed and complete inventory of the goods that are to be sold. The inventory must:**

- Itemize the goods to be sold and contain sufficient information concerning each item, including make and brand name, if any, to clearly identify it.
- List separately any goods that were purchased during a 60-day period immediately prior to the date of making application for this license.
- Show the cost price of each item in the inventory together with the name or address of the seller of the items 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.
- In no case exceed 200% of the total value of the 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.

A RENEWAL APPLICATION MUST INCLUDE AN UPDATED INVENTORY LIST OF GOODS REMAINING ON HAND AT THE TIME THE APPLICATION FOR RENEWAL IS MADE. NO RENEWAL WILL BE GRANTED IF ANY GOODS HAVE BEEN ADDED TO THE STOCK LISTED IN THE ORIGINAL INVENTORY SINCE THE DATE OF THE ISSUANCE OF THE LICENSE.

As the applicant to this license, I hereby state that no goods will be added to the inventory after the application is made. If application is made for a Going Out of Business Sale, I further state that the business will be discontinued at the premises where the sale is to be conducted, upon the termination of the sale. If this application is for a renewal of an existing license, I hereby affirm that the goods listed in the original inventory have not been disposed of and that no new goods have been or will be added to the inventory previously filed by purchase, acquisition on consignment or otherwise, pursuant to Public Act 39 of 1961 and Chapter 89 of the Ann Arbor City Code.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Acting in the County of: \_\_\_\_\_

My Commission expires:

**RETURN COMPLETED APPLICATION AND INVENTORY LIST WITH \$115 PROCESSING FEE FOR ORIGINAL APPLICATION AND RENEWALS TO:**

**Ann Arbor City Clerk  
301 E. Huron St.  
Ann Arbor, Michigan 48104  
734-794-6140**

FOR OFFICE USE ONLY

Approved:

\_\_\_\_\_  
Ann Arbor City Clerk

RENEWAL 1 \_\_\_\_\_  
 RENEWAL 2 \_\_\_\_\_