

APPLICATIONS

GOING OUT OF BUSINESS

Used For: Business leaving their location or discontinuing their business.

Time to Process: State law requires 15 days prior to beginning of sale. Less time is required at the Borough level. Same day, if Manager is in.

Routing Schedule: Applicant completes form, has it notarized, includes fee and an inventory of goods to be sold. Submits application to Borough Manager for approval.

Approval: By Manager. (Separate Permit to be typed)

Disposition Of Permit: 1 copy - Original in File
1 copy - Chief of Police
1 copy - Zoning Officer
1 copy - Applicant
1 copy - Finance Director (with fee)

Notes: Court-ordered bankruptcies do not need permit.

No merchandise is to be brought to store for the sale, once started.

Going Out of Business Extension:

Note: Days must run concurrent with the first 30 consecutive days. Again, no new goods are to be brought in for sale. A separate permit must be typed and distributed as the first permit.

A “Going Out of Business” sale cannot be conducted for more than 60 consecutive days.

For a copy of the “State Law”, see Borough Administration.

APPLICATION FOR A SALES LICENSE

I hereby make application for a license to conduct a sale for the purpose of...
going out of business
moving my business
selling damaged goods
other [describe]

Nature of occupancy:
lease
own
other [describe]

[name of applicant]

[address of applicant]

Effective date of termination of occupancy:

Applicant is:
an individual
a partnership
an association
a corporation

Date sale begins:
Reason for sale:
Descriptive name of sale [e.g. what will the signs or advertisement state]:

If an individual or a partner in a partnership, applicant is doing business under the trade name of:

After this sale, the business will be:
terminated permanently
reopened at another location
If reopened, applicant will resume operations under the name of:

If a partner in a partnership, the applicant asserts that the names and addresses of the partners are as follows:

The total value of goods offered for sale is:
\$. [A complete inventory of these goods must be attached to this application.]
Applicant last purchased goods for sale at this location on
[attach copy of bill of sale]

Applicant (if a corporation or association) was incorporated/organized under the laws of the state of

on the day of , and has its principal office at

By signature below, applicant asserts that no goods will be added to the attached inventory, that all goods included therein were bona fide purchases for resale without cancellation privileges, that no goods were purchased on consignment, that no merchandise has been the subject of a similar sale within one year, and that all statements contained in this application are true and correct to the best of his/her knowledge and belief.

The names and addresses of the officers of that corporation or association follow:

[signature of applicant]

The person in charge and responsible for this sale is:

Commonwealth of Pennsylvania)
County of)

Phone:

Personally appeared before me, a
in and for said County and Commonwealth,

The location of this sale is:

who being duly sworn according to law, doth depose and say that the facts contained in the foregoing application are true and correct to the best of his/her knowledge, information and belief.

Phone:

Applicant has been in business at this location for the past months years.