



CITY OF WATERTOWN, NEW YORK

OFFICE OF CITY CLERK

CITY HALL, ROOM 101

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3387

(315) 785-7780 Fax (315) 785-7796

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Ann M. Saunders  
City Clerk/City Historian

**Going Out of Business or “Similar Sales”  
Application**

**Instructions:**

1. Complete all sections of the application form.
2. Fee is \$500 for the original application of 30 days and \$50 per thirty-day renewal. If the sale is completed within 60 days, all fees described will be refunded to the applicant except for \$75.
3. Submit a complete inventory.
4. If the application is for a “closing-out sale” or a “defunct business sale”, it shall be filed at least fifteen (15) days prior to the date on which such sale is to commence.
5. If the application is for a “sale of merchandise damaged by fire, smoke or water”, it may be made at any time prior to the date on which such sale is to commence.
6. Return the Application Form to the City Clerk’s Office, 245 Washington Street, Room 101, Watertown, NY 13601.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

**Business Association:** Are you affiliated with any business, corporation or partnership? If so, answer the following:

Name of Business/Corporation/Partnership: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Date & Place of Incorporation: \_\_\_\_\_

Principal Place of Business within the State: \_\_\_\_\_

Names & Addresses of Officers or Partners:

a. Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

b. Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

c. Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Has controlling interest in the corporation of association been transferred within six months prior to the date of the filing of this application? Yes \_\_\_\_\_ No \_\_\_\_\_

**Closing Out Sale Information:**

1. Name and Address of the Person or Persons who will be in charge and responsible for the conduct of the sale:

a. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

b. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

c. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Exact Address of the place at which the proposed sale is to be conducted:

\_\_\_\_\_

3. Length of time applicant has been engaged in business at said location: \_\_\_\_\_

4. Date Sale is to commence: \_\_\_\_\_ Date Sale is to terminate: \_\_\_\_\_

5. Describe nature of the occupancy where such sale is to be held (lease, ownership, rental, etc.)

\_\_\_\_\_

a. Effective Date of Termination of Such Occupancy: \_\_\_\_\_

b. Name & Address of Owner of Building (if different from applicant): \_\_\_\_\_

\_\_\_\_\_

6. State the reason for the urgent and expeditious disposal of the merchandise to be offered at such sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Provide a Statement for the Descriptive Name of the Sale (i.e., how it is to be advertised):

\_\_\_\_\_

\_\_\_\_\_

8. State whether the Business is to be terminated permanently or reopened at another location:

\_\_\_\_\_

If the Business is to be reopened, state the following:

a. The location of the premises at which the business is to be reopened;

b. Whether the applicant intends to resume the operation of the business upon the termination of the sale; and

c. The name or designation under which such business is to be renamed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Attach to this Application an Itemized Inventory of the merchandise to be offered at such sale. Please include the following:
  - a. Itemize the merchandise to be offered for sale and contain sufficient information concerning each item including quantity, brand name, model and manufacturer's number, if any, to clearly identify it.
  - b. List separately any merchandise to be offered for sale which were purchased and received during a ninety-day period immediately prior to the date of making application for the license; and
  - c. List the total retail value of the inventory of the merchandise to be offered at such sale based on the inventory used for applicant's most recent federal income tax return adjusted for sales and purchases.
  
10. Is this a "Sale of Merchandise Damaged by Fire, Smoke or Water"? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes and the applicant was not the owner at the time the merchandise was damaged, the applicant shall attach copies of the bill of sale and all other documents connected with such transfer obtained by him from the previous owner of such merchandise.
  
11. Is this a "Defunct Business Sale"? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes and the applicant was not the owner of the merchandise at the time of occurrence of the circumstances warranting the termination of such business, the applicant shall attach copies of the bill of sale and the official appraisal made by the trustee, receiver, assignee for benefit of creditors, referee in bankruptcy or the personal representative of a decedent.

**Duration of License:**

Any license granted hereunder shall be valid for a period of thirty (30) days.

**Extension of License Period:**

A license hereunder may be renewed for one additional period of thirty (30) days upon application therefore and payment of a fee of \$50.00. The application for renewal shall be made not more than ten (10) days prior to the date of the expiration of the license and shall contain an inventory of the merchandise remaining on hand at the time the application for renewal is made. This inventory shall be prepared and furnished in the same manner and form as the original inventory.

**Payment of Fees:**

1. Once the application is approved by the City Manager, payment will be due prior to the issuance of the license
2. Fee is \$500 for the original application of thirty (30) days and \$50 per thirty-day renewal.
3. Payment should be made by cash or a money order.
4. If the sale is completed within 60 days, all fees described will be refunded to the applicant except for \$75.
5. Notification of the completion of the sale must be submitted in writing in order to qualify for a refund.

**Posting of License:**

1. It shall be the duty of each licensee hereunder to post a copy of said license including the inventory filed therewith in a prominent place on the show window of his place of business where such merchandise are to be sold.
2. It shall be the duty of each such licensee to print the number of said license in any and all newspapers or printed advertising referring to the sale of such merchandise.

**Certification Statement:**

State of New York }  
County of Jefferson } ss.:

\_\_\_\_\_, being duly sworn, deposes and states as follows:

- (1) I am the true owner of the merchandise which is the subject of the attached application.
- (2) I hereby certify that no merchandise will be added to the aforesaid inventory following submission of this application.
- (3) I hereby certify that no merchandise included within the aforesaid inventory has been purchased for resale on order without cancellation privileges and that said inventory comprises no merchandise purchased on consignment.
- (4) I hereby certify that no merchandise listed in the aforesaid inventory has been the subject of a licensed sale conducted within one (1) year prior to the date of this application, unless they were damaged by fire, smoke or water while in the possession of the applicant.
- (5) I hereby certify that I have attached to this affidavit a list of any and all of the merchandise listed in the aforesaid inventory which were damaged by fire, smoke or water while in the possession of the applicant and which were the subject of a licensed sale conducted within one (1) year prior to the date of this application.
- (6) I have personally answered all questions contained herein and that the information by me is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

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

**Approval:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_