



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”
Renewal Application**

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
- The application for renewal 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.

Instructions:

1. Complete all sections of the application form.
2. Fee is \$50 for a thirty-day renewal and payment should be made by cash or a money order.
3. Submit a complete inventory.
4. Return the Application Form to the City Clerk’s Office, 245 Washington Street, Room 101, Watertown, NY 13601.

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.

Name of Applicant: _____ Phone: _____

Permanent Address: _____

Name of Business/Corporation/Partnership: _____

Local Address: _____

Local Phone: _____ Date & Place of Incorporation: _____

Principal Place of Business within the State: _____

Effective Date of License Renewal: _____ Date Sale is to terminate: _____

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: _____