

**CITY OF OGDENSBURG**  
**Going Out of Business Sale License Application**

1. TYPE OF SALE: \_\_\_\_\_

2. DATE OF SALE: \_\_\_\_\_

3. APPLICANT'S NAME: \_\_\_\_\_

4. STREET ADDRESS: \_\_\_\_\_

5. Is the applicant an association or corporation? Yes No (If yes, fill out 5A-5E. If no, go to 6.)

5A. DATE AND PLACE OF INCORPORATION OR ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

5B. ADDRESS OF PRINCIPAL OFFICE WITHIN NEW YORK STATE: \_\_\_\_\_

\_\_\_\_\_

5C. NAMES AND ADDRESSES OF ALL OFFICERS: (ATTACH ADDITIONAL SHEET IF NECESSARY) \_\_\_\_\_

\_\_\_\_\_

5D. Is applicant the true owner of the goods to be sold? Yes No

5E. Was controlling interest in the corporation or association transferred within six months prior to filing this application? Yes No

6. LOCATION OF SALE: \_\_\_\_\_

7. LENGTH OF TIME BUSINESS HAS BEEN AT ADDRESS? \_\_\_\_\_

8. IS PREMISES OWNED OR LEASED? \_\_\_\_\_

9. IF LEASED, TERMINATION DATE: \_\_\_\_\_

10. REASON FOR URGENT DISPOSITION OF GOODS: \_\_\_\_\_

11. NAME AND ADDRESS OF PERSON/PERSONS RESPONSIBLE FOR THE CONDUCT OF THE SALE: \_\_\_\_\_

\_\_\_\_\_

12. IF CLOSE OUT SALE OR DAMAGED GOODS SALE, WILL BUSINESS BE:  
Terminated Permanently or Resumed at the Same Location or Moved to New Location

13. IF AT NEW LOCATION, DATE OF REOPENING: \_\_\_\_\_

14. NAME AND DESIGNATION UNDER WHICH NEW BUSINESS WILL BE RESERVED:

\_\_\_\_\_

15. LIST TOTAL RETAIL VALUE OF GOODS AND WARES TO BE OFFERED: **ATTACH AN ITEMIZED LIST OF THE GOODS FOR SALE INCLUDING QUANTITY, BRAND NAME, AND MODEL NUMBER IF ANY.**

16. THE BOOKS AND RECORDS CONCERNING THE SALE ARE KEPT AT THE FOLLOWING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

IF THIS IS A RENEWAL APPLICATION, I CERTIFY THAT THE MERCHANDISE LISTED IN THE ORIGINAL INVENTORY HAS NOT BEEN DISPOSED OF AND NO NEW MERCHANDISE HAS BEEN ADDED. IN ADDITION, I UNDERSTAND THAT IF ANY VIOLATION OF STATE STATUTE REGARDING CHAPTER 169 OCCURS, IT MAY RESULT IN THE FORFEITURE OF LICENSE FEE.

SIGNATURE: \_\_\_\_\_

Sworn to before me this      day of 20      .

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

**UPON THE TERMINATION OF THE SALE, THE APPLICANT MUST, WITHIN 30 DAYS, FILE A STATEMENT WITH THE CITY CLERK STATING THE TOTAL RETAIL VALUE OF THE GOODS NOT DISPOSED OF DURING THE SALE AND THE ULTIMATE DISPOSITION THEREOF; AND, IF TRANSFERRED TO ANOTHER, THE NAME, ADDRESS AND BUSINESS OF THE TRANSFEREE.**

**\*FEES: \$500 FOR FIRST APPLICATION AND \$50 FOR RENEWAL.**

**Application Requirements**

City of Ogdensburg business owners who wish to conduct a Going out of Business sale must file an application with the City Clerk along with a copy of the inventory of goods, wares and merchandise to be sold.

Going out of Business licenses are valid for a period of thirty (30) consecutive calendar days, and may be renewed for one consecutive period not exceeding thirty (30) consecutive calendar days. The application for renewal shall be made not more than ten days prior to the date of the expiration of the license, and shall contain an inventory of the goods, wares and merchandise remaining on hand at the time the application for renewal is made.

A license fee of five hundred dollars (\$500) must accompany the license application. A renewal fee of fifty dollars (\$50) is required at the time the application for renewal is made. All except seventy-five dollars (\$75) shall be returned to the business owner provided the store is closed within sixty days of the receipt of license. In the event that the person going out of business and which is holding the closing out sale does not close his/her doors within sixty days of the receipt of such a license, the applicant shall not be entitled to a refund of such fees.

For a complete copy of General Business Law Sections 580 - 595, please contact the City Clerk's Office at (315) 393-3540.