



Chris Swope

Lansing City Clerk

Going Out Of Business, Fire, and Certain Other Sales License Application

(Michigan Regulation of Certain Sales MCL – Sections 442.211 – 442.226)
<http://mi-lansing.civicplus.com/171/Business-Licenses>

License required for: insurance, bankruptcy, mortgage, insolvent, assignee's, executor's, administrator's, receiver's, or trustees removal or sale; going out of business sale including closing out sales, liquidation sales, lost our lease sales, forced to vacate sales, or any other sales held in such a manner as to indicates a belief that upon disposal of the stock of goods on hand, the business will cease and discontinue at the premises where the sale is conducted; or sale of goods damaged by fire, smoke, water, or otherwise.

Original: ☐ 1st Renewal: ☐ 2nd Renewal: ☐

NON-REFUNDABLE LICENSE FEE: \$50.00

Each is issued for 30 days only. A \$50 non-refundable fee is required for each 30-day period. No extensions are permitted after the second renewal. Any application for a renewal license cannot be made more than 13 days prior to the expiration of the previous license.

Paper Submission Fee: \$25.00 (to avoid this fee submit the online application at:
<https://www.lansingmi.gov/235/Business-Licenses>)

Applicant Checklist: (Ensure All Items Completed)

Payment: ☐

Notarized: ☐

Application Completed: ☐

Notarization can be done
in City Clerk's office.

Business Name		Business Phone Number	
Business Address	City	State, Zip	

Business Owner		Owner Phone Number	
Owner Address	City	State, Zip	
Owner Email Address			

Same as above: ☐

Applicant Name (Must Be Owner of Goods Sold)		Applicant Phone Number
Name & Position of Individual Filing Application (Required only if applicant is a partnership, corporation, firm, or association)		
Applicant Address	City	State, Zip
Applicant Email Address		

Sale Name		
Sale Address		
Description of Style In Which Sale Will Be Conducted		
Beginning Date of Sale	Ending Date of Sale	Times of Sale

-Person in Charge and Responsible for Conduct of Sale-

Name		Phone Number
Address	City	State, Zip
Email Address		

Explanation Regarding the Necessity for the Sale:

Inventory of goods to be sold attached to this application, including:

1. Itemized list of goods to be sold, described with make and brand name, if any. The itemization should provide for clear identification.
2. Separate list of goods, purchased 60 days or less immediately prior to the date of this application.
3. Cost price of each item, name and address of the source, date of purchase and delivery date and the total value of inventory at cost.

NOTE: A copy of this application, including the inventory submitted with this application must be posted in a conspicuous place in the sales room or place where the inventoried goods are to be sold. This inventory need not show the cost prices. The license certificate must be attached to the front door and clearly visible from the street. Any advertisement or announcement published in connection with the sale shall conspicuously show the license number and date of expiration.

By virtue of this application, the applicant hereby warrants and represents that no goods will be added to the inventory, including goods received on consignment, after the application is made or during the sale.

I understand that a false statement on this application may result in either a denial of this application or subsequent revocation if the license is granted.

Applicant's Signature

Date

NOTARY USE ONLY

Subscribed and sworn to before me by _____ on this
day (MM/DD/YYYY) _____, acting in the County of _____,
Michigan.

Signature of Notary _____

Printed Name of Notary _____

County of Notary Commission _____

Commission Expiration Date _____

OFFICIAL USE

Amount paid: _____

Date paid: _____

License #: _____

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 • 517-377-0068 FAX
www.lansingmi.gov/clerk • city.clerk@lansing.mi.gov