



Office of the City Clerk 255 Main Street, White Plains, NY 10601 (914) 422-1227

## LICENSE TO CONDUCT A SPECIAL SALE

Fee: \$500.00 (Thirty day sale period or less)  
\$ 50.00 (per thirty additional days)

In order to file you will need:

- This completed application with notarized signature and three (3) copies of the inventory as described below
- A full, complete, detailed and itemized inventory of goods, wares and merchandise to be offered. Said inventory shall: (a) itemize the goods, wares and merchandise and contain sufficient information concerning each item, including quantity, make, brand name, model and manufacturer's number, if any, to clearly identify it; (b) list separately any goods, wares and merchandise which were purchased and received during a ninety-day period immediately prior to date of this application; (c) list total retail value of inventory of goods, wares and merchandise based on inventory used for applicant's most recent federal income tax return adjusted for sales and purchases.
- If application is for fire sale and applicant was not the owner at the time the goods, wares and merchandise were damaged, applicant shall attach to the application copies of the bill of sale and all other documents connected with such transfer obtained by him from the previous owner of such goods, wares and merchandise.
- If application is for a defunct business sale and the applicant was not the owner of the goods, wares and merchandise, he must attach to application copies of bill of sale and official appraisal made by trustee, receiver, assignee for benefit of creditors, referee in bankruptcy, or personal representative of a decedent.
- Application must be filed at least fifteen (15) days before this sale (Saturdays and Sundays excluded) and approved by Commissioner of Public Safety. Application for fire sale may be filed at any time prior to sale.
- Fee is to be paid at the time application is filed and is non-refundable.

I, the undersigned, hereby swear to the truth of the following statements:

Type of Sale: <input type="checkbox"/> Fire Sale <input type="checkbox"/> Closing Out <input type="checkbox"/> Defunct <input type="checkbox"/> Other specify _____	
Name of Applicant: (If partnership or corporation, provide firm or corporate name)	
Address:	

If the applicant is a partnership or corporation, give the following information for partners or officers:

Name	Address	Title

If applicant is a corporation or association:

Date and place of incorporation:	
Address of principal office within the State of New York:	
Has controlling interest been transferred within six months prior to date of filing application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is applicant true owner of goods? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name and address for person(s) who will be in charge of conducting the sale:	
Exact address of place where sale will be conducted:	
Length of time business has been at that location:	
Nature of occupancy: (leasehold, other)	
Reason for sale:	
Descriptive name of sale:	
The business will be terminated <input type="checkbox"/> relocated <input type="checkbox"/>	
If business is to be reopened, provide name and location which business is to be relocated:	
Has a license ever been applied for or granted within the past year for the premises for this application is being made? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, give date(s)	
Has a special sale license heretofore issued to applicant or for the premises ever been suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant ever been before any court, or any city, state or federal agency for false or misleading representation with respect to any other special sale? (This question applies also to every member of a partnership and all officers of a corporation, if applicant is such)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify any and all mediums of advertising to be used: (Whether newspaper, magazine, poster, placard, etc.) Duplicate copies of all such to be furnished.	

I further swear that the answers and statements in the fore-going application are true of my own knowledge and belief; that the inventory of goods; wares or merchandise accompanying this application is a complete and true account of all such goods, wares or merchandise to be offered for sale under the license applied for, showing date of acquisition, how acquired, their source, character or type, quantity, and cost per unit, and that the merchandise enumerated in the attached inventory is owned by \_\_\_\_\_; and further, that the accompanying copies of advertisements, posters, placards, etc., are exact copies of all which it is proposed to be used in advertising the sale; that none of the stock described in the inventory will be added to during the period of the sale for which the license is applied for; that no goods were part of a similar sale within the past year; and that none of the advertisements, etc., receiving the approval of the Commissioner of Public Safety will be added to, deleted, altered or erased, either in whole or in part after such approval.

Furthermore, it is agreed that no goods, wares or merchandise will be added to the inventory after this application is made; that all goods, wares and merchandise included in the inventory have been purchased by the applicant for resale, on order, without cancellation privileges and that the said inventory is not on consignment; that no goods, wares or merchandise listed in the inventory has been the subject of a licensed sale conducted within one year prior to the date of this application, unless damaged by fire, smoke, or water while in the possession of the applicant.

Furthermore, it is agreed that in consideration of the granting of the license hereby applied for, that the applicant will comply with all the rules and regulations of the Commissioner of Public Safety that are now in force or that may in the future be promulgated, and that any false statement or answer contained in this application, or in the accompanying inventory, or in the accompanying advertising matter, will be sufficient cause for the revocation of the license and will make the applicant liable to any other punishment provided by law.

I understand that this license is issued pursuant to Article 29F of the General Business Law of the State of New York and will abide by the regulations contained therein.

State of New York )  
County of Westchester ) ss:

I \_\_\_\_\_, being duly sworn, deposes and says that he is the individual making the foregoing application.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_

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

**DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY**

**WP Public Safety**

The foregoing application has been examined and the applicant investigated  
\_\_\_\_\_

Recommendation of Commissioner of Public Safety : \_\_\_\_\_  
(Granted or Refused)

By \_\_\_\_\_ on \_\_\_\_\_  
Commissioner of Public Safety

**CITY CLERK**

License No: \_\_\_\_\_ Issued: \_\_\_\_\_ By: \_\_\_\_\_  
City Clerk

Period: \_\_\_\_\_ to \_\_\_\_\_