
The City of Traverse City

Office of the Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@ci.traverse-city.mi.us



Dear Applicant:

Subject: Application for Going Out of Business Sale

Enclosed is an Application for a Going Out of Business Sale Permit which must be completed in its entirety in order to obtain a permit for a going out of business sale. Please familiarize yourself with, and adhere to the State of Michigan Law, Act 39 of the Public Acts of 1961, which can be viewed in its entirety at

[http://www.legislature.mi.gov/\(S\(kmfjlu55imjvkfn5ltitbl45\)\)/mileg.aspx?page=getobject&objectname=mcl-Act-39-of-1961&query=on&highlight=Act%20AND%2039](http://www.legislature.mi.gov/(S(kmfjlu55imjvkfn5ltitbl45))/mileg.aspx?page=getobject&objectname=mcl-Act-39-of-1961&query=on&highlight=Act%20AND%2039).

When submitting your application, please include the following:

- 1). \$50.00 Application Fee for each 30 day period – up to two extensions permitted
- 2). Inventory of the goods to be sold, including the total value

Please note that a copy of the goods on the inventory submitted with your application must be posted on the premises on which the sale is to be conducted. This inventory need not show the value. In addition, by completing this application, you are acknowledging that the business indicated will be discontinued on the stated premises when the sale of inventory is terminated.

Once your request has been approved, the City Clerk's Office will issue you a formal ***Going Out of Business Sale Permit***.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Kim Lautner, Registration/Licensing Clerk at klautner@traversecitymi.gov.

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin C. Marentette".

Benjamin C. Marentette, CMC
City Clerk

**APPLICATION
GOING OUT OF BUSINESS SALE**
(MCLA 442.101)



Going out of Business, Insurance, Bankruptcy, Mortgage, Insolvent, Assignees, Executors, Administrators, Receivers, Trustees, Removal, Closing Out, and sales of goods, wares, and Merchandise damaged by fire, smoke, water or otherwise.

Original _____ 1st Renewal _____ 2nd Renewal _____
(Each is used for 30 days only. Fee for each day period is \$50. No extensions permitted after 2nd renewal.)

Name of Business: _____

Owner of Business: _____ Phone No. _____

Address: _____

Individual ____ Partnership ____ Corporation ____ Firm ____ Association ____

Length of time in business at this location: ____ year(s) ____ months

Person Filing the Application & Position: _____

Sale will be conducted at: _____

Sale will be started: _____ and continued until: _____

Name and address of person who will be in charge of and responsible for the conduct of the sale:

_____ Phone No. _____

Reason for Sale: _____

Type of Sale: Closing Out ____ Liquidation ____ Lost Lease ____ Forced to Vacate ____

Going out of Business ____ Other, please describe _____

Total value of inventory at cost: \$ _____ (Please attach an inventory of goods)

The State Law, Act 39 of the Public Acts of 1961, requires that the inventory include;

1. *Itemized list of goods to be sold, described with make and brand name, if any, sufficient 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 source, date of purchase, and delivery date.*

The sale for which an original license is issued and any renewal thereof permitted under the act, shall be considered as one sale.

No goods will be added to the inventory after this application is filed or after the sale is started. None of the goods on the inventory attached hereto was received on consignment. A copy of the inventory submitted with this application must be posted on the premises on which the sale is to be conducted. This inventory need not show the cost price.

