



1840 Municipal Drive  
Lancaster, PA 17601-4105  
(717) 569-6408

# APPLICATION FOR LICENSE TO CONDUCT CLOSING OUT, FIRE, LIQUIDATION SALE

*(\$50 Registration Fee Must Be Paid When Form Submitted)*

In accordance with the Act of the General Assembly of the Commonwealth of Pennsylvania (Act of July 31, 1963, P.L. 410, 53 P.S. Sections 4471-1-4471-16), the undersigned hereby makes application for a license to conduct a sale as indicated above and in support thereof submits the following information as required by the Act, and affirms that it is true and correct to their best knowledge and belief:

1. The name and address of Applicant: (Exact name and address of the person or entity to whom the license is proposed to be issued, hereunto "Applicant".)
  - (a.) If the Applicant is a corporation, list its exact full name as it appears on its Certificate of Incorporation, any DBA it operates under, together with the date and state of incorporation, the name and addresses of all officers.
  - (b.) If the Applicant is a partnership, joint venture or LLC with more than one (1) member, list its exact full name and address as it appears on the Partnership Agreement or LLC Certificate, any DBA it operates under, together with the full name and address of each partner or member as the case may be.
  - (c.) If the Applicant is an individual, sole proprietorship, or individual DBA, list the exact name and address of the Applicant. *(Attach additional sheets when necessary.)*

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2. State the name and address of the true owner of the goods, wares or merchandise to be sold:

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3. State the name, address and telephone number of the person or persons who will be in charge of and responsible for the conduct of the sale:

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4. The exact address of the place at which the proposed sale will be conducted and the length of time the Applicant has been engaged in business at this location:

Address: \_\_\_\_\_

Length of time at this location: \_\_\_\_\_

5. The date on which the sale will begin: \_\_\_\_\_

6. Does the Applicant own or lease the sale location premises?

\_\_\_\_\_ Own \_\_\_\_\_ Lease

If leased, the effective date of Termination of Occupancy: \_\_\_\_\_

7. State the reason for the urgent and expeditious disposal of the goods, wares or merchandise to be offered at the sale and give a statement of the descriptive name of the sale and the reasons why the name is truthfully descriptive of the sale.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Will the business be permanently terminated? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, list the address where the operation of the business will resume (upon the termination of the sale) and the name or designation under which such business will resume:

\_\_\_\_\_  
\_\_\_\_\_

9. Attach a full, complete, detailed and itemized inventory of the goods, wares and merchandise to be offered at the sale, including quantity, make, brand name, model and manufacturer's number, and any other information required to clearly identify the goods.

List separately any inventory purchased and received within the ninety (90) days prior to the date of this application.

The Applicant shall provide the total retail value of the inventory to be sold, said value being based on the inventory used for Applicant's most recent Federal Income return, adjusted for subsequent sales and purchases.

10. (a.) If the application is for a sale of goods damaged by fire, smoke or water and the Applicant was not the owner at the time the goods, wares and merchandise were damaged, attach certified copies of the bills of sales and all other documents connected with the transfer from the previous owner to the Applicant.

(b.) If the application is for a license to conduct a defunct business sale and the Applicant was not the owner of the goods, wares and merchandise to be offered at the time of the occurrences of the circumstances warranting the termination of the business, attach certified copies of the bills of sale and official appraisal made by the trustee, receiver, or assignee for the benefit of the creditor, referee in bankruptcy or the personal representative of a decedent.

11. By executing this Application, the Applicant hereby certifies the following:

- (a.) No goods, wares or merchandise may be added to the inventory after the application is made. Applicant represents the inventory was purchased by Applicant for resale on bona fide orders without cancellation privileges and the said inventory comprises no goods purchased on consignment.
- (b.) No merchandise may be sold under the license applied for which has been the subject of a licensed sale conducted within one (1) year prior to the date of the application, unless the merchandise was damaged by fire, smoke or water while in the possession of the Applicant.
- (c.) A copy of this application and license, including the inventory filed therein, will be posted by Applicant in a conspicuous place in the salesroom or place where the goods are to be sold.
- (d.) Applicant further understands that any advertisement or announcement published in connection with the sale shall conspicuously show on its face the number of the license to be issued, the date of expiration and the location where the business is to be resumed, if applicable.

12. A non-refundable filing fee of \$50.00, payable by cash or check payable to Manheim Township Commissioners, must accompany this application. (The issued license expires thirty (30) consecutive days from date of issuance. Fee for a thirty (30) day renewal is \$100.00. A license renewal must be obtained ten (10) days before the end of the original license period expires and an updated inventory is required showing any further price reductions.)

13. As a condition of issuance of this license, the Applicant shall provide a bond with corporate surety in the amount equal to 5% of the first \$100,000.00 of the retail value of all goods, wares and merchandise to be sold, plus 2% of the next \$400,000, plus 1% of the balance. In lieu of corporate surety, Applicant may post cash or certified check payable to Manheim Township Commissioner

The undersigned Applicant has read this completed application and knows the contents therein and swears that the same is true to the Applicant's knowledge.

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title of Applicant

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

**FOR TOWNSHIP'S USE ONLY**

Application Complete: Yes: \_\_\_\_\_ No: \_\_\_\_\_

(If no, date incomplete application returned to Applicant) \_\_\_\_\_

- Itemized Inventory List Received: Date: \_\_\_\_\_
- Filing Fee Received: Date: \_\_\_\_\_ Check No: \_\_\_\_\_ Amount: \_\_\_\_\_
- Bond with Corporate Surety Received: Date: \_\_\_\_\_ or;
- In Lieu of Bond, Cash or Certified Check Received: Date: \_\_\_\_\_

Date Sale to Begin: \_\_\_\_\_ Date Sale to End: \_\_\_\_\_

Date License Issued: \_\_\_\_\_ License No.: \_\_\_\_\_

- Fee for 30 Day Extension of License Received: Date: \_\_\_\_\_  
Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_
- Updated Inventory Received: Date: \_\_\_\_\_