

Phone: (216) 664-2264

Instruction Sheet for Going-out-of-Business Sale

City of Cleveland

Division of Assessments & Licenses 601 Lakeside Avenue, Room 122 Cleveland, Ohio 44114

Hours of Operation: 8:00 a.m. to 4:30 p.m. Weekdays

DALLicenses@clevelandohio.gov

When do you need a Going-out-of-Business License?

Whenever a sales is described or referred to either directly or indirectly in form or in substance as a going-outof-business sale, removal, loss, termination, loss or expiration of lease, closing out, liquidation, creditors, damaged goods, forced sale, distressed stock or by any other term which reasonably leads the public to believe that the owner or offeror of such goods, wares or merchandise either by choice or necessity will no longer continue to engage in business, at the same location.

City of Cleveland Codified Ordinance Chapter 673, Going-out-of-Business Sales.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

How to obtain and/or submit a Ticket Broker License application

In Person/By Mail: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114.

What to bring or submit to the Division of Assessments and Licenses

- 1) Completed and signed application.
- 2) If the wholesale market value of the goods, wares or merchandise to be offered for sale is greater than five thousand dollars (\$5,000.00), a bond that meets the following requirements:
 - In the amount of two thousand five hundred dollars (\$2,500.00);
 - Signed by at least two (2) sureties (other than the principal);
 - o Must be authorized to write bonds in the State of Ohio;
 - Includes the stamp and/or seal of the Insurance Company (future dates prohibited);
 - Expires one (1) year from the application date;
 - The date on the Power of Attorney matches the Witness seal date on the bond (future dates prohibited).
- 3) An Excel spreadsheet of all goods, wares or merchandise which has been in stock fifteen (15) days or more from the date of this application.
- 4) An Excel spreadsheet of all goods, wares or merchandise which has been in stock fourteen (14) or less days from the date of this application.
- 5) An Excel spreadsheet of all goods, wares or merchandise which has been ordered and will be placed in stock during the duration of the sale.

**After the submission of the application, no additional inventory can be ordered. **

6) Fee as listed below:

| Itemized Inventory | Fee |
|-----------------------|---------|
| Not more than \$5,000 | \$10.00 |
| \$5,000 to \$10,000 | \$25.00 |
| \$10,000 to \$25,000 | \$50.00 |
| More than \$25,000 | \$75.00 |

Fees are payable by cash, check or credit card. All fees are non-refundable. Make checks payable to the City of Cleveland.

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Going-out-of-Business Sale **Application**

City of Cleveland

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Hours of Operation: DALLicenses@clevelandohio.gov Phone: (216) 664-2264 8:00 a.m. to 4:30 p.m. Weekdays

| Date: | Fee: See Instruction Sheet (All Fees are Non-refundable) | | | | | |
|---|--|--------|---------------|------------------------|------|--|
| SECTION A - APPLICANT INFORMATION | 1 | | | | | |
| Name of Applicant: | | | | | | |
| Home Address: | | | | | | |
| City: | T | | | State: | Zip: | |
| Home Phone #: | Home Phone #: Email: | | | | | |
| Social Security #: | Date of Birth: | | | | | |
| SECTION B - BUSINESS INFORMATION | | | | | | |
| BUSINESS TYPE | | | | | | |
| Person (Sole Proprietorship) | Limited Lia | | | ability Company | | |
| Corporation | Partnersh | | | p (General or Limited) | | |
| Other (specify) | Other (specify) | | | | | |
| Legal Name: | | | | | | |
| DBA / Alias: | | | | | | |
| Primary Business Address: | | | | | | |
| City: | | | | State: | Zip: | |
| Telephone #: | | E | mail: | | | |
| Federal ID # – REQUIRED : | | | | | | |
| Reason for Sale: | | | | | | |
| Begin Date of Sale: | | Ant | cicipated End | Date: | | |
| SECTION C-OWNERSHIP INFORMATION | | | | | | |
| telephone number of each corporate officer, owner, general partner, stockholder and/or director | | | | | | |
| Name: | copies of this page if additional space is needed. Title: | | | | | |
| Home Address: | | Title. | | | | |
| City: | | | | State: | Zip: | |
| Telephone #: | | Email | <u> </u> | State. | zip. | |
| Name: | | Title: | | | | |
| Home Address: | I | 11010. | | | | |
| City: | | | | State: | Zip: | |
| Telephone #: | | Email: | | | | |
| Name: | | Title: | | | | |
| Home Address: | | | | | | |
| City: | | | | State | Zip: | |
| Telephone #: | | Email: | | | | |
| | | | | | | |

I declare under penalty of perjury that the above information is true and correct, and I understand that if this information is found to be fraudulent, the license issued in association with this statement will be revoked. I declare under penalty of perjury that I have read and understand Chapter 673 of the Cleveland Codified Ordinances, and I agree to comply with all obligations under these laws pertaining to the aforementioned sale.

SIGNATURE OF APPLICANT

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-TICKET BROKER'S BOND-\$2,500.00

| Applicant Name: | |
|--|---|
| Legal Name of Business: | |
| DBA / Alias: | |
| KNOW ALL MEN BY THESE PRESENTS, That (I/we) as Principal, and | (Applicant Name) 7/Sureties, are held and firmly bound dred dollars (\$2,500.00), for the erally bind ourselves, our successors, |
| Ordinances of Cleveland, Ohio, 1976, said(Applicant Nar | has agreed to |
| observe faithfully the provisions of Chapter 673 of the Codified the laws of the State of Ohio relating to Going Out of Business or applicable thereto, and has agreed to indemnify and save har and to pay any and all loss or damage that may be caused or occany of the terms or provisions of the Codified Ordinances or statilicensee will pay all final judgments recovered against him/her on account of the violation of said ordinances or laws or because deception which may have been practiced on the person securing account of the business so licensed. This bond shall be and remayear with continuing liability thereunder to the full amount the thereon. The licensee shall notify the Commissioner of the Divi any suit filed as a result of the operation hereby licensed. Any parameter of the damaged by misrepresentation in said sale may maintain an account making such misrepresentation, and may join as party defendances as herein provided. | Ordinances of Cleveland, Ohio, 1976, Sales, as so defined in Section 673.01 rmless the City of Cleveland from, easioned in any wise by a violation of tutes of the State of Ohio, that said by reason of any damage sustained of any misrepresentation or g such judgment by the licensee on ain in full force for a period of one (1) reof notwithstanding any recovery sion of Assessments and Licenses of purchaser claiming to have been tion at law against said licensee in the surety or sureties on said bond |
| Now, if the said(Applicant Name) | _ shall well and truly perform all |
| and singular the conditions and obligations on his part to be per then this obligation shall be void, otherwise to remain in full for | |
| | Principal |
| | Surety |

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