



“meeting community needs  
.....enhancing quality of life”

**FEES ARE NON-REFUNDABLE**

License Fee - \$50.00

Date Recv'd \_\_\_/\_\_\_/\_\_\_

Acct. 11030.4309

Receipt \_\_\_\_\_

**APPLICATION for  
CLOSE OUT SALE and OTHER TERMINATIONS**

**This application must be applied for seven (7) days prior to the first day of the sale  
The sale shall not exceed 90 consecutive days and no more than one license per year may be issued to any applicant.**

**SECTION 1 – BUSINESS INFORMATION – Answer all questions completely. Please PRINT clearly**

Business Name			
Business Street Address	City	State	Zip
Business Telephone Number	Dates of Sale: From _____ to _____		
Purpose of Sale:			

**SECTION 2 – APPLICANT INFORMATION**

Name			
Home Street Address	City	State	Zip
Date of Birth	Male	Female	Telephone Number

**SECTION 3 – CORPORATION INFORMATION – List names, addresses and dates of birth of all officers.**

President	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	
Vice President	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	
Secretary	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	
Treasurer	Last	First	Middle Initial	Date of Birth	Male	Female
Address			City	State	Zip	

**SECTION 4 – PENALTY NOTICE**

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

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

**NOTE: All sign messages shall be removed by the owner or lessee when the business it is advertising is no longer conducting operations at this premise.**

**FOR OFFICE USE ONLY**

Dept.	Approve	Deny	By	Reason
City Sealer				
Finance				
Assessor				
Date Issued	Exp. Date		License Number	

**11-01-09 Reasonable accommodations for persons with disabilities will be made upon request and if feasible.**

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799

## **CLOSE OUT SALE LICENSE**

- A license is required for a Close-Out Sale or Other Termination in the City of Appleton. If you are planning to close your business and advertise a “Close Out Sale” or “Going Out of Business Sale”, a license must be obtained BEFORE the start of the sale. Close Out Sale Licenses for the City of Appleton are issued for a period of not longer than 90 consecutive days and are to be applied for seven (7) days prior to the first day of the sale. The process to obtain a Close Out Sale License takes approximately 7 business days from the date of application until the date of issuance and requires approval from several City departments.
- To apply for a Close Out Sale License, file your completed, signed application form with the City Clerk’s office.
- License fees are non-refundable and are to be paid at the time of filing the application form. The fee for a Close Out Sale License is \$50.00. In addition, any other monies currently due to the City must be paid before the license can be issued.
- QUESTIONS? Please call 832-6443.