

Check List for Going Out of Business Permit

Our mission is to serve the public with integrity, innovation, fiscal responsibility, and respect.

Any individual or business that wishes to conduct or advertise a "Fire Sale" or "Going Out of Business Sale", or any liquidation sale, (any sale the public would believe, that upon disposal of all stock of goods on hand, the business will cease and be discontinued) is required by the State of Florida (Florida Statute 559.20) to apply, and purchase a Going Out of Business Permit.

Please include with this application a copy of the proposed advertising, the current Local Business Tax receipt, and a copy of the current inventory, listing goods to be sold. The fee required is \$50.00. If an application is denied, such payment would be retained for the cost of investigating the statements contained in such application, and the applicant.

Prior to the issuance of the permit, all tangible personal property, and real estate taxes, if applicable, must be paid. The permit is valid for a period of not more than 60 consecutive days, counting Sunday, and any legal holiday, following the issuance thereof.

You may refer to the check list below for required documentation and special instructions.

Check List

- Current Inventory List.
- A copy of the proposed advertisement.
- All state and local business licenses must be submitted with application.
- The Tax Collector's \$50.00 fee, payable in certified funds as prescribed by F.S. 559.23.
- The Going Out of Business Permit must be displayed prominently near the entrance of the premises.
- No additional inventory can be added to the stock of goods set forth in the original inventory list submitted with the application for the Going Out of Business Permit.
- Books and records as prescribed by the Tax Collector shall be kept by the applicant and shall be available to the Sheriff during business hours.
- At the close of business each day the stock list attached to the application shall be revised and those items disposed of during such day shall be marked thereon.
- All tangible personal property and real estate taxes must be paid prior to commencement of sale.
- The permit is not issued for more than 60 consecutive days including Sundays and legal holidays.
- The permit authorizes only the type of sale and location shown on the permit.
- The permit cannot be transferred or reassigned.
- Sale must be in strict conformity with advertisement.
- Advertisement must contain the words: "Sale held pursuant to the Alachua County Tax Collector with Sale Permit Number of: (include permit number once assigned), granted the date of: (include date permit granted; mm/dd/yy)".



Visit Us Online at:
www.AlachuaCollector.com

Downtown Location: 12 SE 1st Street, Gainesville, FL 32601
 Southwest Location: 3837 Windmeadows Blvd, Gainesville, FL 32608
 Northwest Location: 5801 NW 34th Blvd, Gainesville, FL 32653

Application for Going Out of Business Permit

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1. BUSINESS/OWNER INFORMATION

| | | | | | |
|-------------------------------|--------|------|--|--------|------|
| Business Name: | | | Name of Applicant (Owner) and Job Title: | | |
| Physical Address of Business: | | | Mailing Address of Business: | | |
| City: | State: | Zip: | City: | State: | Zip: |

2. GOING OUT OF BUSINESS SALE INFORMATION

| | | | | | |
|---|---|--------------------------------------|-----------|------|--|
| Going Out of Business <u>Start Date</u> : | Going Out of Business <u>End Date</u> : | Location of Sale (Physical Address): | | | |
| Nature of Occupancy: | | City: | State: | Zip: | |
| Rent | Own | Lease | Sub-Lease | | |
| Date of Termination of Occupancy: | The Sale Will be Advertised by the Following Means: | | | | |

3. APPLICANT'S ATTESTMENT

As required by law, I agree to provide a complete inventory of the goods to be offered for sale, a copy of which is attached to this application. Further, I understand and acknowledge that only such items in this inventory may be sold, and that I will keep an itemized list of all sales as they are made, summarize the list daily, and enter the summarized figures at the close of each day's business on a copy of the inventory in such manner as to provide the following information:

- The inventory at the beginning date of the sale.
- The quantity of each item sold daily.
- The quantity of each item remaining unsold at the close of each day's business.

In addition, all books and records shall be kept and made available to the Tax Collector and/or Sheriff upon request. I agree to surrender the Tax Collector for cancellation of the following license(s):

| License Type(s) | Account Number(s) | Issuing Agency |
|-----------------|-------------------|----------------|
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| | | |

I ATTEST THAT I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS ASSOCIATED WITH THIS APPLICATION AND THAT ALL INFORMATION IS TRUE AND CORRECT. I AGREE TO ABIDE BY THE PROVISIONS OF F.S. 559 SECTION III.

 Signature of Applicant Date