



# ***CITY OF TOPEKA***

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CITY CLERK  
City Hall, 215 SE 7<sup>th</sup> St., Room 166  
Topeka, KS 66603-3914  
(785) 368-3941

Brenda Younger, M.M.C.  
E-mail: [cclerk@topeka.org](mailto:cclerk@topeka.org)  
Fax: (785) 368-3943  
[www.topeka.org](http://www.topeka.org)

## **GOING OUT OF BUSINESS APPLICATION**

### BUSINESS OWNER INFORMATION

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### BUSINESS INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

State Sales Tax Number: \_\_\_\_\_

List of goods to be the object of the sale: \_\_\_\_\_

\_\_\_\_\_

Description of place where such sale is to be held: \_\_\_\_\_

\_\_\_\_\_

The nature of the occupancy by lease or sub-lease and the effective date of termination of such occupancy: \_\_\_\_\_

The dates and period of time of sale: \_\_\_\_\_  
\_\_\_\_\_

A full and complete statement of reason for the urgent and expeditious disposal of goods thereby and the manner in which the sale will be conducted: \_\_\_\_\_  
\_\_\_\_\_

The means to be employed in advertising such sale, together with the proposed content of such advertisement: \_\_\_\_\_

Sec. 5.75.010 to 5.75.160

**Attach a complete and detailed inventory of goods to be sold at such sale as disclosed by the applicant's records, said inventory to be attached and become part of the required application.**

Sec 5.05.080 and 5.75.140 License not transferable

Business must be zoned properly.

License Fee: \$75.00 -- 60 days

Sec. 5.75.090 Renew for 45 days \$120.00

Owner/ Manager Signature:

\_\_\_\_\_

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(Office Use Only)

License Fee: \$ \_\_\_\_\_ Cash ( ) Check ( ) (Check No. \_\_\_\_\_)

Date Paid: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ License No.: GOOB \_\_\_\_\_