



DEPARTMENT OF CONSUMER
AFFAIRS (DCA) LICENSING CENTER
42 Broadway, Lobby
New York, NY 10004
nyc.gov/dca | @NYCDCA

NYC SMALL BUSINESS
SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

Affirmation for Conducting Special Sale

Legal Name of Business (Applicant):	
Business's Trade or Doing-Business-As (DBA) Name, if applicable:	
Business Address:	

I affirm the following:

1. I am an owner, sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock of the Applicant, and I am authorized to complete this form on behalf of the Applicant.
2. There are no contracts, written or *oral, with any person, firm, or corporation concerning the special sale other than those attached to this affirmation. The Applicant understands that the Commissioner of Consumer Affairs may have such agreements audited. If the Applicant enters into any contracts *after* submitting this affirmation, the Applicant will submit the contracts to the Department of Consumer Affairs within three (3) business days of their execution.

**If the agreement is oral, its terms should be summarized and the summary attached to this affirmation. Be sure to include the name and address of the other parties to the agreement.*
3. The Applicant is the sole owner and has full title to all of the goods, wares, and merchandise listed in the Special Sale Inventory form that is part of this application.
4. If the Applicant is acting as the liquidator, the Applicant assumes the responsibility of the retailer in honoring all conditions of the Special Sale license.

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5. The answers and statements in this application are true, correct, and complete. The completed Special Sale Inventory form accompanying this application is a complete and true account of all goods, wares, or merchandise that the Applicant will sell during the special sale and shows the purchase date, the supplier's name and address, description of goods, quantity, and cost per unit. The accompanying copies of advertisements, posters, placards, etc. are exact copies of what the Applicant proposes to use to advertise the sale. During the special sale, the Applicant will not add goods, wares, or merchandise to the inventory submitted and approved by the Department of Consumer Affairs. The Applicant will not add to, delete, alter, or erase, either in whole or in part, any of the content of the submitted advertisements, posters, placards, etc. approved for use by the Commissioner of Consumer Affairs.
6. The Applicant will comply with all applicable laws and rules enforced by the Department of Consumer Affairs. The Applicant knows that any false statements or answers in this application (including the Special Sale Inventory form and advertising matter) will be sufficient cause for the revocation of the license and any other punishment provided by the law.
7. This affirmation is submitted for consideration by the Department of Consumer Affairs in issuing the Applicant a Special Sale license.

Signature

Print Name

Print Title/Position (if any)

Date