



Webb County Appraisal District  
 3302 Clark Boulevard  
 Laredo, Texas 78043-3346  
 Phone: (956) 718-4091  
 Fax: (956) 718-4052  
**Form 17.83 (8/01)**

## "Going Out of Business Sale" Permit Application

This application is to secure the necessary permit for a going out of business sale. A separate application must be submitted for each location the going out of business sale is to take place. Once approved a permit shall be issued by the Chief Appraiser to the applicant. It shall be valid for a period of up to 120 days after the date issued and is not renewable. **You must pay a \$20.00 filing fee (cash, cashier's check, or money order accepted) along with a detailed inventory of the goods, wares, and merchandise to be sold before this application can be considered.**

Please write legibly and attach any information deemed relevant. You must also complete and sign the affidavit below. Once this is done you can either mail your application or file it in the Personal Property Department of the Appraisal District's Office at the address shown above.

### Part I – Owner / Business Name and Property Identification

Name of Business Owner		Telephone Number	WCAD Account Number:
Mailing Address		City, State, Zip + 4	
Federal Tax I.D.	TX Sales Tax Permit No:	Full Name of Business "Going out of Business"	
Business Address (if different than mailing address)		City, State, Zip + 4	

### Part II - Sale Information

<p>Enter the appropriate information in the space provided.</p> <p>Sale Date: _____ to _____                          <i>starting date</i>          <i>ending date</i></p> <p>Sale Location:        Physical Address: _____                                          _____                                          _____</p>	<p>Explanation: Use this space to explain or clarify the status at this time of the going out of business sale.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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### Part III - Inventory Detail

You are required to submit an original inventory list with this application. This list must include a detailed inventory of the goods, wares, or merchandise offered for sale on the beginning date of the sale and any added during the sale, and the total cost of those items. Please mark the appropriate box. Also you are required to submit an updated inventory list of unsold items each 30 day period after the issuance of the permit as well as a final inventory within 30 days after the sale ends.

Detailed Inventory Attached:  YES     NO

### Part III – Affidavit

I, (*printed name of person making affidavit*) \_\_\_\_\_ being first duly placed under oath by the undersigned official authorized to administer oaths under the laws of this State, do solemnly swear that the information herein and attached is true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Signature and title of property owner / affiant  
 (*Must be signed before notary public or officer*)

(*Notary's seal*) →

\_\_\_\_\_  
 Notary Public Signature

Commission expires: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Notary Public Printed Name