NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577

SECONDHAND DEALER AND JUNK DEALER APPLICATION
Act 350 of the Public Acts of 1917

Business information:

Name of business: _____

Business address: _____

City: _____ State: _____ Zip: _____ Phone number: _____

Select the type of ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other: _____

Applicant information:

Name of applicant: _____

Applicant's home address: _____

City: _____ State: _____ Zip: _____ Phone number: _____

Applicant's driver's license number (attach copy): _____

Please supply a complete list of the names, address, birth dates, and driver's license numbers, if applicable, of all owners and employees in the business, identifying where applicable, any employees who will manage, or be in charge of the operation of the business at any time.

***If additional employees exist, please supply "Secondhand Dealer and Junk Dealer Application for Additional Employee" form for each employee.**

A full accurate and complete business history detailing experience, including, but not limited, whether or not such person has previously had any ownership interest in, or worked at, in this or another city or state, the same or similar business, including whether any license or permit issued, whether any such license or permit was ever denied, revoked, or suspended, the reason thereof and business activities, or occupations including the full name and address of the business and the name and phone number of any contact persons. (Attach additional pages as necessary)

A statement indicating that proper equipment will be installed for the direct electronic entry into the City's computerized system, transaction information, or recording by electronic transmission pursuant to this chapter. (Attach additional pages as necessary)

Applications without the following attachments will be considered incomplete and WILL NOT be accepted by the City Clerk's Office:

☐ A copy of the front and back of the applicant's current driver's license.

☐ Front and back copies of each employee's current driver's license.
- o "Secondhand Dealer and Junk Dealer Application for Additional Employee" forms if necessary.

☐ $50 non-refundable application fee

☐ Attach <u>one</u> of the following (*<u>NOT required for renewal</u>*):
- o Articles of Incorporation
- o Partnership Agreement
- o Articles of Organization

I hereby certify my understanding of the following statements:

I hereby authorize the City of Novi to seek information and conduct an investigation into the truth of the statements set forth in this application and qualifications of the applicant.

I declare under penalty of perjury that the information contained in this application is true and correct.

_____
Signature of applicant

_____
Printed name and title

Subscribed and sworn before me, this _____ day of _____, 20___

_____
Notary public
_____ County, Michigan

My commission expires: _____

For office use only

Receipt number: _____
☐ Copy of applicant's driver's license
☐ Additional Employee Forms & Driver's Licenses
☐ Business History Statement
☐ Equipment Statement
☐ Articles of Incorporation <u>OR</u> Partnership Agreement <u>OR</u> Articles of Incorporation