



CITY OF BUFFALO

DEPARTMENT OF ECONOMIC DEVELOPMENT, PERMIT & INSPECTION SERVICES

Byron W. Brown, *Mayor*

Richard M. Tobe, *Commissioner*

ACCORDING TO CHAPTER 140 OF THE CITY OF BUFFALO ORDINANCES, A COLLECTION AGENCY LICENSE IS REQUIRED IF YOU ARE DOING ANY COLLECTING IN THE CITY EVEN THOUGH YOUR PRINCIPAL PLACE OF BUSINESS IS OUTSIDE THE CITY LIMITS.

THE FOLLOWING IS REQUIRED TO FILE FOR A COLLECTION AGENCY LICENSE WITH THE CITY OF BUFFALO:

1. APPLICATION MUST BE COMPLETED AND SIGNATURE OF THE APPLICANT MUST BE WITNESSED BY A NOTARY PUBLIC AND RETURNED TO THIS OFFICE WITH PAYMENT OF \$315.00 MADE PAYABLE TO THE OFFICE OF LICENSES.
2. ATTACH A RECENT COPY OF THE FINANCIAL STATEMENT AND/OR PRIOR YEAR INCOME TAX RETURN FOR THE COMPANY, CORPORATION OR APPLICANT TO THE COMPLETED APPLICATION.
3. A POLICE RECORD CHECK FOR THE APPLICANT MUST BE SUBMITTED WITH APPLICATION. THE RECORD CHECK MUST BE DONE AT THE APPLICANT'S LOCAL POLICE AGENCY WHERE HE/SHE RESIDES.
4. A BOND IN THE AMOUNT OF \$5,000 MUST BE SUBMITTED WITH APPLICATION. THE BOND MUST HAVE THE FOLLOWING: BOND NUMBER MUST APPEAR ON THE FACE OF THE BOND. THE PRINCIPAL'S SIGNATURE AND THE ATTORNEY-IN-FACT'S SIGNATURE MUST BE NOTARIZED. ALSO THE POWER OF ATTORNEY AND LIABILITY AND ASSETS SHEETS MUST BE AFFIXED TO THE SAID BOND WITH THE SEALS.
5. Corporate Filing Receipt or D/B/A

CAGI

OFFICE OF LICENSES

65 Niagara Square, Room 313 City Hall • Buffalo, New York 14202-3396

Phone: (716) 851-4078 • Fax: (716) 851-4952

DEPARTMENT OF ECONOMIC DEVELOPMENT, PERMIT & INSPECTION SERVICES
OFFICE OF LICENSES
313 CITY HALL BUFFALO NY 14202 851-4078

COLLECTION AGENCY APPLICATION

To the Supervisor of Licenses:

The undersigned hereby applies for a license to conduct a Collection Agency in the City of Buffalo:

Full name of applicant Date of Birth.....

Business address..... Phone #

Residence address..... Phone #

If corporation, give corporate name.....

Address in Buffalo

Address of principal place of business if in another city

Give names and addresses of principal officers.....

Give in detail the character of the business proposed to be carried on

Give schedule of rates proposed to be charged

Is a charge to be made where no collection is effected?

If so, set forth amount

State character and location of business in which principal applicant has been engaged for five years immediately preceding this application

If not engaged in any business, give names and addresses, if any, of the applicant's employers during such five-year period

Give statement of financial responsibility of applicant

Has applicant ever been convicted of any crime?

If so, state when, where, nature of offense and disposition

Signature of applicant

Corporate Name

Per

(Title)

State of New York
County of Erie
City of Buffalo } ss.

being duly sworn, deposes and says:

That he is, the applicant herein (.....
of, the applicant); that he has read the foregoing
application and knows the contents and that the same is true except as to matters stated upon
information and belief and as to those matters he believes it to be true.

Subscribed and sworn to

This Day of20.....

Deposing applicant or Corporation Officer

Commissioner of Deeds or Notary Public

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Per

State of New York
County of Erie
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Subscribed and sworn to
This Day of20.....
.....
Deposing applicant or Corporation Officer
.....
Commissioner of Deeds or Notary Public

Collection Agency Bond

Know all Men by these Presents, That we,

.....

.....as principal, and

.....

a corporation authorized to do business in the City of Buffalo, County of Erie and State of New York, surety,

ARE HELD AND FIRMLY BOUND UNTO THE CITY OF BUFFALO

In the penal sum of Five thousand (\$5,000.00) Dollars

lawful money of the United States of America, to be paid to the said City of Buffalo, its certain attorney, or assigns, for which payment, well and truly to be made, said principal and surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally; firmly by these presents.

SIGNED, SEALED with our seals, and dated thisday of

in the year of Our Lord 20

Whereas, the above bounden principal,

.....

Has applied to the City of Buffalo for Collection Agency License pursuant to the provisions of Chapter 140-9 of the Ordinances of the City of Buffalo, and the said Ordinance requires this bond as a condition of granting such license:

Now, Therefore, THE CONDITON OF THIS OBLICATION IS SUCH THAT if the said principal shall in all things well

and truly and faithfully comply with the provisions, conditions, and requirements of Chapter 140-9 of the Ordinances of the City of Buffalo, as amended, relating to Collection Agencies, and shall pay all damages occasioned to any person by reason of any misstatement, misrepresentation, fraud or deceit, or any unlawful act or omission of said His agent or employee, which acting within the scope of their employment, made, committed or omitted in the business conducted under such license, or caused by any other violation granted, then this obligation shall be void; otherwise to be and remain in full force and effect, provided, however, and it is expressly understood and agreed, that any person, co-partnership, association or corporation damaged by reason of the failure of the principal to perform and fulfill the foregoing conditions of this bond may maintain an action to recover such damages against the obligors in this bond in the same manner as though any such person, co-partnership, association or corporation were specifically named therein, provided, however, such action is brought within one year after the time of the cause of action accrues.

.....[L.S.]

.....[L.S.]

.....[L.S.]

.....[L.S.]

STATE OF NEW YORK
County of Erie, City of Buffalo } ss.

On the day of20.....
before me came
.....
to me personally known to be the individual described in and who executed the foregoing bond, and he
acknowledged to me that he executed the same.

.....
Commissioner of Deeds, Buffalo, N.Y.
Notary Public, Erie Co., N.Y.

STATE OF NEW YORK
County of Erie, City of Buffalo } ss.

On the day of20.....
before me personally came
to me known, who, being by me duly sworn, did depose and say that he resided in
.....; that he is the
of the
the corporation described in and which executed the above instrument; that he knew the seal of such
corporation; that the seal affixed to said instrument was such corporate seal; and that it was so affixed by
order of the Board of Directors of said corporation, and that he signed his name thereto by the like order.

.....
Commissioner of Deeds, Buffalo, N.Y.
Notary Public, Erie Co., N.Y.