



BYRON W. BROWN
Mayor

CITY OF BUFFALO
PERMIT & INSPECTION SERVICES
OFFICE OF LICENSES



JAMES COMERFORD, Jr.
Commissioner

CITY OF BUFFALO - COLLECTION AGENCY LICENSE

**The City of Buffalo, according to Ordinance Chapter 140,
requires anyone doing collecting in the city to have a Collection Agency License,
even though your principal place of business is outside the City Limits.**

Below are the requirements to obtain this license.

1. **Complete the attached application.** A Notary Public must witness the signature of the applicant.
2. Attach a recent copy of the **Financial Statement** and/or **prior year's Income Tax Return** for the company, corporation, or applicant.
3. Submit a **Police Record Check** for the applicant. Get this record check done at the applicant's local police agency where he/she resides.
4. Submit a **Corporate Filing Receipt** or **DBA**.
5. Submit a **Bond in the amount of \$5000**. The Bond must have the following:
 - a. The **Bond Number** must appear on the face of the bond.
 - b. The **Principal's Signature** and the **Attorney-in-Fact's Signature** must be notarized.
 - c. Affix to the bond **Power of Attorney** and **Assets and Liability** sheets with the seals.
6. Return above information with payment of **\$400.00** made payable to the **City of Buffalo**.

Office of Licenses
65 NIAGARA SQUARE / 301 CITY HALL
BUFFALO, NY 14202-3303
(716) 851-4078 / FAX: (716) 851-4952

**City of Buffalo
Permit and Inspection Services
Office of Licenses**

COLLECTION AGENCY APPLICATION

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

Date: _____

Name of Applicant _____ **Date of Birth** _____

Residence address _____ **Phone** _____

Business address _____ **Phone** _____

If corporation, give Corporate Name: _____

Principal place of business address: _____

Names and addresses of principal officers:

Name: _____ Address _____

Name: _____ Address _____

Name: _____ Address _____

Name: _____ Address _____

Describe in detail the character of the business:

List the schedule of rates proposed to be charged

Is a charge to be made where no collection is effected? _____ If so, set forth amount. _____

If the principal applicant has been engaged in business for five years immediately preceding this application, state character and location of business.

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

Give statement of applicant's financial responsibility.

Has applicant ever been convicted of any crime? ____ If so, state when, where, nature of offense, disposition.

Signature of applicant

Corporate Name

Per _____

Title

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

That he/she 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 of** _____ **20** _____

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 this ____ day of ____ - _____ in the year of the 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 condition of this obligation 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 names therein, provided, however, such action is brought within one year after 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 of _____ 20 _____ 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 of _____ 20 ____ 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.