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.
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: _______________________

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 ___

________________________

Commissioner of Deeds or Notary Public

________________________

Deposing applicant or Corporation Officer
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.