

License Checklist for LLAs

NEW LICENSE

LLA Certification

\$200 Fee via ePay

Monetary Transmittal Form

New Retail Application

Manager Application

Vote of Entity

Business Structure Documents:

- If Sole Proprietor, **Business Certificate**
- If Partnership, **Partnership Agreement**
- If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth.

CORI Authorization Form must be completed by each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Proof of Citizenship/Qualified Alien: Passport, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers will be accepted.

Supporting Financial Records for all financing and/or loans, including pledge documents, if applicable.

Legal Right to Occupy: a deed or a lease

Floor Plan

Abutter's Notification

Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary.

TRANSFER LICENSE

LLA Certification

\$200 Fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Transfer Retail Application

Manager Application

Vote of Entity

Business Structure Documents

- If Sole Proprietor, **Business Certificate**
- If Partnership, Partnership Agreement
- If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

CORI Authorization Form must be completed for each individual with financial or beneficial interest in the entity that is applying AND one must be completed for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Proof of Citizenship/Qualified Alien: Passport, birth certificate, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers.

Purchase & Sale Agreement

Supporting Financial Records for all financing and/or loans, including pledge documents, if applicable.

Legal Right to Occupy: a lease or a deed

Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF MANAGER

LLA Certification

\$200 fee via ePay

Change of Manager Application

Monetary Transmittal Form

Vote of Entity

CORI Authorization: Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Proof of Citizenship/Qualified Alien: Passport, birth certificate, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers will be accepted.

Please Note: You may be requested to submit additional documentation if necessary.

CHANGE OF OFFICERS/DIRECTORS/LLC MANAGER

LLA Certification

\$200 Fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of Entity

CORI Authorization Form: Complete one for each proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Business Structure Documents:

- If Sole Proprietor, **Business Certificate**
- If Partnership, **Partnership Agreement**
- If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional documentation if necessary.

CHANGE OF OWNERSHIP INTEREST

(e.g. LLC Members, LLP Partners, Trustees, etc.)

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of Entity

CORI Authorization: Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Business Structure Documents

- If Sole Proprietor, **Business Certificate**
- If Partnership, **Partnership Agreement**
- If Corporation or LLC, **Articles of Organization**

Purchase and Sale Agreement

Supporting Financial Records

Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary

CHANGE OF STOCK INTEREST

(e.g. New Stockholders or Transfer or Issuance of Stock)

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of Entity

CORI Authorization Form: Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Business Structure Documents:

- If Sole Proprietor, **Business Certificate**
- If Partnership, Partnership, **Partnership Agreement**
- If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Purchase and Sale Agreement

Supporting Financial Records

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Please Note: You may be requested to submit additional supporting documentation if necessary.

ALTERATION OF PREMISES

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

Alteration of Premises/Change of Location

Application Vote of Entity

Supporting Financial Records

Legal Right to Occupy: This is either a lease or deed.

Floor Plan

Abutter's Notification

Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF LOCATION

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

Alteration of Premises/Change of Location Application

Vote of Entity

Supporting Financial Records

Legal Right to Occupy: This is either a lease or a deed.

Floor Plan

Abutter's Notification

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Pleas Note: You may be requested to submit additional documentation if necessary.

CHANGE OF CORPORATE STRUCTURE

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Compliance DUA

Certificate of Compliance

Change of Corporate Structure

Application Vote of Entity

Business Structure Documents:

- If Sole Proprietor, **Business Certificate**
- If Partnership, **Partnership Agreement**
- If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF LICENSE TYPE

LLA Certification

\$200 fee ePay

Monetary Transmittal Form

Change of License Type

Vote of Entity

Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF CATEGORY

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Category Application

Vote of Entity

Abutter's Notification Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF CLASSIFICATION

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Classification Application

Vote of Entity

Abutter's Notification Advertisement

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF CORPORATE NAME

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Corporate Name Application

Vote of Entity

Business Structure Documents:

- If Sole Proprietor, **Business Certificate**
- If Partnership, **Partnership Agreement**
- If Corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit additional supporting documentation if necessary.

CHANGE OF DBA

LLA Certification

Monetary Transmittal Form (No Fee)

Change of DBA Application

Vote of Entity

Business Certificate

CHANGE OF HOURS

LLA Certification

Monetary Transmittal Form (No Fee)

Vote of Corporate Board for the Change

CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Pledge of License, Stock or Inventory Application

Vote of Entity

Pledge Documentation

Promissory Note

Please Note: You may be requested to submit additional supporting documentation if necessary.

MANAGEMENT AGREEMENT AMENDMENT

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Management Agreement Application

Vote of Entity

Management Agreement

Please Note: You may be requested to submit additional supporting documentation if necessary.

***Non-Profit Club* CHANGE OF MANAGER**

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

Change of Manager Application

Vote of the Club by an approved officer

CORI Authorization: Complete one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*

Proof of Citizen/Qualified Alien: Passport, birth certificate, voter registration, permanent resident card ("green card"), employment authorization, or naturalization papers will be accepted.

Updated Officers and Directors: Please ensure to update your officers and directors *simultaneously* or *prior* to applying for a change of manager. It will be returned with no action if the officers and directors do not match ABCC records.

Please Note: You may be requested to submit supporting documentation if necessary.

***Non-Profit Club* CHANGE OF OFFICERS/DIRECTORS**

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of the Club signed by an approved officer

Business Structure Documents:

- **Articles of Organization** from the Secretary of the Commonwealth

Please Note: You may be requested to submit supporting documentation if necessary.