

**New Licenses / Transfers of Existing Licenses / Farmer Series Pouring Permits**

**New License**

- **LLA Review Record**
- **Receipt of \$200 Fee (Paid Online)**
- **New/Transfer License Application**
- **Beneficial Interest - Individual Forms** for ALL individuals with a direct or indirect interest in the proposed license
- **Beneficial Interest - Organization Forms** for ALL entities with a direct or indirect interest in the proposed license
- **CORI Application** for ALL individuals *who have ownership*\* AND for the proposed manager of record
- **Vote** of the Corporate Board to apply for the license AND to appoint a manager of record
- Business Structure Documents
  - If corporation or LLC, **Articles of Organization** from the Secretary of State
  - If Partnership, **Partnership Agreement**
  - If Sole Proprietor, **Business Certificate**
- Supporting **Financial Records** for all loans, financing
- **Advertisement** (indicated on the LLA Review Record)
- **Abutters Notified** (indicated on the LLA Review Record)

\* Officers/directors with NO ownership do not need to fill out CORI Applications

**Transfer of an Existing License**

- **LLA Review Record**
- **DOR Certificate of Good Standing (in Current licensee name)**
- **Receipt of \$200 Fee (Paid Online)**
- **New/Transfer License Application**
- **Beneficial Interest - Individual Forms** for ALL individuals with a direct or indirect interest in the proposed license
- **Beneficial Interest - Organization Forms** for ALL entities with a direct or indirect interest in the proposed license
- **CORI Application** for ALL individuals *who have ownership*\* AND for the proposed manager of record
- **Vote** of the Corporate Board to apply for the license AND to appoint a manager of record
- Business Structure Documents
  - If corporation or LLC, **Articles of Organization** from the Secretary of State
  - If Partnership, **Partnership Agreement**
  - If Sole Proprietor, **Business Certificate**
- **Purchase and Sale Agreement**
- Supporting **Financial Records** for all loans, financing
- **Advertisement** (indicated on the LLA Review Record)

\* Officers/directors with NO ownership do not need to fill out CORI Applications

**Farmer Series Pouring Permit**

- **LLA Review Record**
- **Receipt of \$200 Fee (Paid Online)**
- **New/Transfer License Application**
- **Beneficial Interest - Individual Forms** for ALL individuals with a direct or indirect interest in the proposed license
- **Beneficial Interest - Organization Forms** for ALL entities with a direct or indirect interest in the proposed license
- **CORI Application** for the proposed Manager of Record ONLY
- **Vote** of the Corporate Board to apply for the license AND to appoint a manager of record
- Business Structure Documents
  - If corporation or LLC, **Articles of Organization** from the Secretary of State
  - If Partnership, **Partnership Agreement**
  - If Sole Proprietor, **Business Certificate**
- Supporting **Financial Records** for all loans, financing
- **Advertisement** (indicated on the LLA Review Record)
- **Abutters Notified** (indicated on the LLA Review Record)
- **Copy of current Farmer Series License**

## Existing Licenses

Change in Beneficial Interest (Includes Change in Officers / Directors and Transfer / Issuance of Stock)
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>DOR Certificate of Good Standing</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change in Beneficial Interest Application</b></li> <li>- <b>Beneficial Interest - Individual Forms</b> for ALL officers / directors</li> <li>- <b>CORI Application</b> for ALL officers / directors / LLC Managers / LLC Members who have ownership *</li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- Business Structure Documents                             <ul style="list-style-type: none"> <li>- If corporation or LLC, <b>Articles of Organization</b> from the Secretary of State</li> <li>- If Partnership, <b>Partnership Agreement</b></li> <li>- If Sole Proprietor, <b>Business Certificate</b></li> </ul> </li> <li>- <b>Purchase and Sale Agreement</b>, if applicable</li> <li>- Supporting <b>Financial Records</b> for all loans, financing</li> <li>- <b>Advertisement</b> (only if this includes a transfer/issuance of stock or adding a new stockholder)</li> </ul> <p style="color: red; font-size: small;">* Officers/directors of non profit clubs with NO ownership do not need to fill out CORI Applications</p>

Change of Manager
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change of Manager Application</b></li> <li>- <b>CORI Application</b> for proposed manager</li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- <b>Proof of citizenship</b> for the proposed manager</li> </ul>

Pledge of Collateral (License, Stock, Inventory)
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>DOR Certificate of Good Standing</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Pledge of Collateral Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- Pledge Documentation</li> <li>- Promissory Note</li> </ul>

Alteration of Premises / Change of Location
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Alteration of Premises / Change in Location Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- <b>Purchase and Sale Agreement</b>, if applicable</li> <li>- Supporting <b>Financial Records</b> for all loans, financing</li> <li>- <b>Floor Plan</b></li> <li>- <b>Lease / Intent to Lease Documents</b></li> <li>- <b>Advertisement</b> (indicated on the LLA Review Record)</li> <li>- <b>Abutters Notified</b> (indicated on the LLA Review Record)</li> </ul>

Change of License Class (i.e. Seasonal to Annual)
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>DOR Certificate of Good Standing</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change in License Class Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- <b>Advertisement</b> (indicated on the LLA Review Record)</li> <li>- <b>Abutters Notified</b> (indicated on the LLA Review Record)</li> </ul>

Change of Hours
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>No Fee</b></li> <li>- <b>Vote</b> of the Corporate Board</li> </ul>

Change of Legal Structure (i.e. Corp. to LLC, Sole Proprietor to Corp, etc.)
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>DOR Certificate of Good Standing</b> (in "old" name)</li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change in Legal Structure Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- Business Structure Documents                             <ul style="list-style-type: none"> <li>- If corporation or LLC, <b>Articles of Organization</b> from the Secretary of the Commonwealth</li> <li>- If Partnership, <b>Partnership Agreement</b></li> <li>- If Sole Proprietor, <b>Business Certificate</b></li> </ul> </li> </ul>

Change of License Category (i.e. Wines and Malts, Cordials, All Alcohol)
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>DOR Certificate of Good Standing</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change in License Category Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- <b>Advertisement</b> (indicated on the LLA Review Record)</li> <li>- <b>Abutters Notified</b> (indicated on the LLA Review Record)</li> </ul>

Change of Corporate Name
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>DOR Certificate of Good Standing</b> (in "old" name)</li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change in Corporate Name Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- Business Structure Documents                             <ul style="list-style-type: none"> <li>- If corporation or LLC, <b>Articles of Organization</b> from the Secretary of State</li> <li>- If Partnership, <b>Partnership Agreement</b></li> <li>- If Sole Proprietor, <b>Business Certificate</b></li> </ul> </li> </ul>

Change of License Type (i.e. Restaurant to General on Premises)
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>Receipt of \$200 Fee (Paid Online)</b></li> <li>- <b>Change in License Type Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> </ul>

Change of DBA
<ul style="list-style-type: none"> <li>- <b>LLA Review Record</b></li> <li>- <b>No Fee</b></li> <li>- <b>Change of DBA Application</b></li> <li>- <b>Vote</b> of the Corporate Board</li> <li>- <b>Business Certificate</b></li> </ul>