

Local Licensing Authority Transaction Matrix

NEW LICENSE

LLA Certification

\$200 Fee via ePay

Monetary Transmittal Form

Advertisement

New Retail Application

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 Complete one for 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.*

Manager Application

Proof of Citizenship for the proposed Manager of Record.

Vote of the Corporate Board

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

Legal Right to Occupy, a lease or deed.

Floor Plan

Abutter's Notification

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

TRANSFER LICENSE

LLA Certification

\$200 Fee via ePay

Monetary Transmittal Form

Advertisement

DOR Certificate of Good Standing

DUA Certificate of Compliance

New/Transfer Retail Application

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 Complete one for 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.*

Manager Application

Proof of Citizenship for the proposed Manager of Record.

Vote of the Corporate Board

Purchase & Sale Agreement

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

Legal Right to Occupy, a lease or deed.

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

Local Licensing Authority Transaction Matrix

CHANGE OF OWNERSHIP INTEREST

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

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

Advertisement (New Stockholder Only)

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

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** from the Secretary of the Commonwealth

Vote of the Entity Board

Purchase and Sale Agreement

Supporting Financial Records

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

Advertisement (New Stockholder Only)

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

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** from the Secretary of the Commonwealth

Vote of the Entity Board

Purchase and Sale Agreement

Supporting Financial Records

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

Local Licensing Authority Transaction Matrix

CHANGE OF LICENSE TYPE

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

Change of License Type Application

Vote of the Corporate Board

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

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DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Category Application

Vote of the Corporate Board

Abutter's Notification

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

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DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Classification Application

Vote of the Corporate Board

Abutter's Notification

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Local Licensing Authority Transaction Matrix

MANAGEMENT AGREEMENT

LLA Certification

\$200 fee via ePay

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Vote of the Corporate Board

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 signed 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 Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.

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

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 taken if the officers and directors do not match ABCC records.

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 additional supporting documentation if necessary.