LIQUOR LICENSE TRANSFER GUIDE

The following information should only be used as a guide in processing transfer applications. An issuing authority may require additional information prior to considering a transfer application.

- 12-Page Application submitted in **TRIPLICATE** (all original signatures). **TYPES OF TRANSFERS:** Person-to-Person, Place-to-Place, or Person-to-Person and Place-to-Place.

- 10% of Annual License Renewal Fee for Person-to-Person transfer.
  10% of Annual License Renewal Fee for Place-to-Place transfer.

- %20 of Annual License Renewal Fee for both Person-to-Person and Place-to-Place transfers.

- $200 Check or Money Order payable to:
  STATE OF NJ, DIVISION OF ALCOHOLIC BEVERAGE CONTROL

- CONSENT TO TRANSFER (Consent of Sale), *signed by license holder and notarized*.

- Disclosure Statement of applicant (source of funding) for license purchase.

- Federal and State Fingerprint Reports from Police.

- Additional Investigative Report from Police.

- Detailed sketch of premises and proposed licensed area (including photo of outside of premises).

- Affidavit of Publication. Notice of Intent to Transfer, published twice, one week apart, giving the public the opportunity to communicate any objections to the transfer, in writing, to the Clerk of the Local Issuing Authority.

- **BUYER** (Transferee): Certificate of Sales Tax Authority must be submitted and Alcoholic Beverage Retail Licensee Clearance Certificate for Transfer must be obtained by contacting the Division of Taxation's ABC Licensing Unit at 609-292-0043.

- Application for Bulk Sale Permit. If purchasing existing inventory/stock of alcohol of present license holder, completed application must be accompanied by *$75 check made* payable to NJ Div. of Alcoholic Beverage Control. No check necessary if not purchasing existing stock, but the form must still be submitted. **COMPLETED FORM MUST BE FILED WITH TRANSFER APPLICATION.**

- Letter from Buyer's Attorney notifying Local Issuing Authority of closing date of license purchase.

- Resolution of Transfer passed by issuing authority. **RESOLUTION CANNOT BE CONTINGENT ON ANOTHER ACTION.** See ABC Bulletin 2473, Item #3 (May 30, 1997).

- License amended to reflect new ownership and generation change/application with appropriate checks forwarded to Director, Division of Alcoholic Beverage Control.

RECOMMENDED FOR TRANSFEREE:

- Disciplinary Background Search - $25 fee. Requests should be made to the ABC Enforcement Bureau, Division of ABC, P.O. Box 087, Trenton, NJ 08625-0087.

- C.O.D. Matters - To determine if license is on C.O.D., please contact the "Credit Compliance Corporation" at (609) 585-8000.