

**IMPORTANT INFORMATION FOR ALL PARTIES
IN A LIQUOR LICENSE TRANSACTION**

- a. Grant of an application by the Local Licensing Board is only the first step in the license process. The second step is approval by the ABCC. If the ABCC approves, the final step is issuance of the license by the Local Licensing Board.
- b. Until and unless a license is issued the new owner may not take part in the operation of the premises and the old owner, if any, is still liable for the operation of the premises.
- c. Before transferring a liquor license, the Department of Revenue (DOR) will research the tax history of both the buyer and the seller for all types of taxes, including sales, meals, withholding, corporate excise, room occupancy and personal income taxes, if applicable.

Please do not submit any documentation or information to DOR until you have applied to the ABCC and have been contacted by an employee of the Department of Revenue.

The ABCC will not approve the license until DOR signs off. It is up to the parties, not the ABCC, to resolve tax questions.

- d. The ABCC will also have an investigator contact the applicant to ask certain information about the people involved and the financing. It is important that the parties respond promptly to investigators' inquiries. Failure to do so will result in denial of the application.
- e. Operation by the applicant before final approval of the transfer can have serious ramifications for both the buyer and the seller. Operation without a license can be considered evidence of that applicant's unfitness for a license. It can also lead to revocation of the existing license. And, in certain circumstances, it opens both the buyer and the seller to possible civil and criminal liability.

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| Seller | Date | Buyer | Date |