

Existing Licenses

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

Change of Manager
<ul style="list-style-type: none"> - LLA Review Record - Transmittal Form - \$200 Fee - Change of Manager Application - CORI Application for proposed manager - Vote of the Corporate Board <ul style="list-style-type: none"> - Proof of citizenship for the proposed manager

Pledge of Collateral (License, Stock, Inventory)
<ul style="list-style-type: none"> - LLA Review Record - Transmittal Form - \$200 Fee - Pledge of Collateral Application - Vote of the Corporate Board - Pledge Documentation - Promissory Note

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

Change of License Class (i.e. Seasonal to Annual)
<ul style="list-style-type: none"> - LLA Review Record - Transmittal Form - \$200 Fee - Change in License Class Application - Vote of the Corporate Board - Advertisement (indicated on the LLA Review Record) - Abutters Notified (indicated on the LLA Review Record)

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

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

Change of License Category
<ul style="list-style-type: none"> - LLA Review Record - Transmittal Form - \$200 Fee - Change in License Category Application - Vote of the Corporate Board - Advertisement (indicated on the LLA Review Record) - Abutters Notified (indicated on the LLA Review Record)

Change of License Type
<ul style="list-style-type: none"> - LLA Review Record - Transmittal Form - \$200 Fee - Change in License Type Application - Vote of the Corporate Board

Change of Corporate Name
<ul style="list-style-type: none"> - LLA Review Record - Transmittal Form - \$200 Fee - Change in Corporate Name Application - Vote of the Corporate Board - Business Structure Documents - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth - If Partnership, Partnership Agreement - If Sole Proprietor, Business Certificate

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

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

- **LLA Review Record**
- **Transmittal Form**
- **\$200 Fee**
- **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 the Commonwealth
 - 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**
- **Transmittal Form**
- **\$200 Fee**
- **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 the Commonwealth
 - 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**
- **Transmittal Form**
- **\$200 Fee**
- **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 the Commonwealth
 - 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**