

Checklist for Liquor License Transfers

1. SELLER (Transferor) must file Form C-9600 (Notification of Sale, Transfer, or Assignment in Bulk) with the New Jersey Division of Taxation.
2. Application - 12 Page Application submitted in TRIPLICATE, all original signatures.
3. Application for Bulk Sale Permit - (If purchasing existing inventory/stock of alcohol of present license holder, completed application must be accompanied by a \$75 check made payable to NJ Division of Alcoholic Beverage Control. No check necessary if not purchasing exiting stock, but the form must still be submitted. **COMPLETE FORM MUST BE FILED WITH TRANSFER APPLICATION.**
4. Legal Notice for Liquor Transfer - Affidavit of Publication (Notice of Intent to Transfer, published twice, one week apart).
5. Affidavit of Obligation - (signed by Seller and Buyer).
6. Source of Funds - Disclosure Statement of Applicant for license purchase.
7. Consent to Transfer - (Consent of Sale), signed by license holder and notarized.
8. BUYER (Transferee) Certificate of Sales Tax Authority submitted.
9. Federal and State Fingerprint Reports from Police. All applicants must be fingerprinted.
10. Letter from Buyer's Attorney notifying Borough of closing date of license purchase and a copy of Statement of Closing Title.
11. Certificate of Occupancy, if applicable.
12. \$200 Certified Check or Money Order payable to State of New Jersey, Division of Alcoholic Beverage Commission - for transfer:
 - 10% of Annual License Renewal Fee for Person to-Person transfer.
 - 10% of Annual License Renewal Fee for Place-to-Place transfer.
13. If the liquor license transfer also includes a Place-to-Place Transfer, there is an additional fee of \$200 payable to the Borough along with a detailed sketch of the premises and proposed licensed area (including photo of outside of premises).
14. Receipt of Tax Clearance Certificate.
15. Resolution of Transfer passed by the Borough Council of the Borough of Roselle Park.
16. Copy of Certificate of Incorporation.
17. Copy of Contract for sale.