Finance Department

Licensing Division
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City of Aurora

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Fermented Malt Beverage and Wine Retailer Liquor License Transfer of Ownership Application Checklist and Instructions

Welcome to Aurora's online portal. The following instructions will provide information on what documents must be submitted with the application, and how to properly upload the documents to the portal. Please read through this document before beginning the process to ensure the application is submitted successfully and in its entirety. Failure to submit all required documentation, or submission of incomplete documentation, may result in the rejection of the application.

There are two sets of documents required for a liquor license transfer of ownership application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned in or saved electronically and then uploaded to the application site. Photos will not be accepted.

Steps for Submission of a Fermented Malt Beverage Liquor License Transfer of Ownership Application:

1. The applicant must first apply for a **General Business and Retail License** if not already held. The link to the General Business and Retail License is www.auroragov.org/ola. Please select "Complete a Business License Application" link under Registrations. If the applicant holds a current General Business and Retail License, this step is not required, and proceed to Step 2.

2. Log onto your Aurora Tax & Licensing Portal account at www.auroragov.org/ola. Under Manage Supplemental Licenses, select "Apply for a New Liquor License" to open and begin the application.

3. **Required Documentation for a Transfer of Ownership Liquor License Application**:

City Provided Forms (To access these forms, please click on the link to open the PDF):

- ☐ Colorado Liquor License Application DR8403 Please DO NOT complete the fingerprinting instructions listed on this application as these instructions pertain to state licenses only. The City of Aurora will provide instructions on completing the fingerprinting process once the application has been received and reviewed.
- ☐ Temporary Permit Application
- ☐ Individual History Record Form DR 8404-I.
- ☐ Consent to Release Financial Information Form (must be notarized)
- ☐ Bank Credit References Form List all accounts, both business and personal, used in financing of the business
- ☐ Operations Plan-Off Premise Consumption
- ☐ Wholesaler Affidavits-Please provide a signed affidavit from EACH wholesaler.

Applicant Provide Forms (These forms must be provided by the applicant):

- ☐ **Signed Purchase Agreement**
- ☐ **Signed Bill of Sale**
- ☐ **Loan documentation** – If the business or an owner/member of the business has taken any loans used to finance the business, please provide a copy of the loan documentation, a signed promissory note and a notarized Affidavit of Loan
- ☐ **Gift letters** – If the business or an owner/member of the business has been gifted money used to finance the business, please provide a signed gift letter from the person(s) gifting and a notarized Affidavit of Gift
- ☐ **Bank Statements** - Most recent 6 months of statements from the accounts listed on the Bank Credit References form and the Individual History Record, used in the financing of the business.
- ☐ **Lease, Assignment of Lease, or Deed** The document must be in the name of the applicant, and must include the location address, unit, city, state and zip code
- ☐ **Legible Floor Plan (8-1/2" x 11")** must include the name and address of the applicant. The licensed premise must be outlined in BOLD and include the physical dimensions. The diagram must indicate the location of entrances, exits, kitchen, restrooms, liquor storage, coolers, and office. If there is a patio area, this must be included in the lease and shown on the floor plan. (Please use the entire 8-1/2 X 11page)

Based upon the type of ownership, submit the following items:

CORPORATION	PARTNERSHIP	LIMITED LIABILITY COMPANY
Date-stamped Articles of Incorporation	Partnership Agreement	Date-stamped Articles of Organization
Current Certificate of Good Standing		Current Certificate of Good Standing
Certificate of Authority if a foreign corporation	Certificate of Authority if a foreign corporation	Certificate of Authority if a foreign corporation
Stock Certificates (front and back)		Copy of operating agreement
Minutes showing elections, resignations, and actions taken and/or By-Laws		Minutes showing elections, resignations, and actions taken
State Master File letter (if applicable)	State Master File letter (if applicable)	State Master File letter (if applicable)

- ☐ **Verification of Federal Tax Identification Number**
- ☐ **Verification of State Tax Identification Number**

4. Once your application is submitted, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. Processing cannot begin until all state and city application and licensing fees have been remitted. The applicant will be provided instructions on remitting the city and state license application fees via email.