

### **Checklist Denver Liquor License Transfer**

1. Colorado Sales Tax License No.
2. EIN
3. Articles of Organization/Incorporation
4. Trade Name
5. Bylaws and Minutes appointing officers and directors OR Operating Agreement and Minutes
6. Stock Certificates (front and back)
7. Business Bank Account Information (name of Bank)
8. LOI from lender
9. DR 8404-I from all principals
10. Gift Letters (if applicable)
11. Diagram of the Premises for all floors (must include dimensions)
12. Lease Assignment with entity only as Tenant and underlying lease or new lease

Forms for filing (by 1st Security Escrow) are:

1. Denver Request for Certificate of Taxes Due
2. Denver Sales Tax License
3. State DR 8404
4. State DR 8404-I for all principals
5. State Affidavit of Transfer and Compliance
6. Denver Acknowledgement of Transfer
7. Denver Financial Questionnaire
8. Good Standing Certificate for Corp or LLC

Filing Fees are (must be bank cashier's check/money order or cash payable to Denver Manager of Finance):

Denver Application Fee \$750.00  
Temporary Permit 100.00  
CBI \$38.50 for each principal  
Denver Sales Tax License (can be regular check) under \$50.00

Prior to receipt of Temporary Permit, Denver Liquor must have Certificate of Taxes Due \$40.00 (picked up and paid for by Seller)

After Denver approves, fees are:

State application fee \$1,025.00  
State license fee 227.50  
Denver license fee (under \$100.00)