

RE: Alcohol Permit William F Kramer

Marin, Maria <MMarin@atc.IN.gov>

Thu 5/26/2022 10:41 AM

To: Jeff and Kristi Bruns <jkbruns5@msn.com>

5 attachments (4 MB)

New or Transfer - Retailer or Dealer.pdf; County Verification of Business Location.pdf; Property Tax Clearance Schedule.pdf; Consent to Transfer.pdf; Affidavit of Purchase Price.pdf;

Good morning,

The license will still need to be renewed and kept in escrow until it's transferred. Please note, the transfer process can take up to 3 months and then the new license will acquire the expiration of the old one. So, it's important that the current license has a valid expiration date.

These are the forms required to apply for a transfer:

- New/Transfer Application – specify permit type 210
- County Verification of Business Location, signed by County Surveyor (please include the FULL address at the top).
- Property Tax Clearance Schedule, signed and embossed by County Treasurer
- A floorplan, signed and dated
- If a corporation or LLC, a copy of the Certificate of Existence from the Secretary of State's office
- Consent to Transfer form (from your self to the new entity/individual applying)
- An itemized purchase agreement showing the alcohol permit price OR if no purchase agreement, Affidavit of Purchase Price form
- \$250 transfer of ownership fee, OR \$250 transfer of location fee, OR \$500 if both
- Separate \$2 fee for a public notice sign

There are private application preparers that can help with the paperwork, some who are attorneys. You can find the list of preparers here <https://www.in.gov/atc/alcohol-resources/alcohol-beverage-information/private-application-preparation-services/>

Thanks,

Maria Marin

District 4 Facility Processor

Indiana Alcohol & Tobacco Commission

(317) 234-6520

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