



Liquor Board

Transfer or New Applicant Checklist

- ☐ **Advertising Fee - \$100**
- ☐ **10 Registered Voters Signature Form Completed**
- ☐ **Change of Name Form Signed and Notarized**
- ☐ **Signed Background Check Forms**
- ☐ **City/ County Tax Forms**
- ☐ **Verification that no taxes are owed to the Maryland Comptroller**
- ☐ **Personal Property Number**
- ☐ **Sales & Tax Use Number**
- ☐ **Copy of Trader's License**
- ☐ **Copy of Health Permit (if selling food)**
- ☐ **Bulk Sales Permit Application (Seller)**
- ☐ **INC, LLC or CORP stating amount of stock to each person**
- ☐ **Federal ID Number**
- ☐ **Lease Agreement (if renting building)**
- ☐ **Manager's Agreement (if manager running the business)**
- ☐ **Proof of Legal Ownership of the building**