

Borough of Lodi
Liquor License Transfer Checklist

MUST BE SUBMITTED TO THE BOROUGH CLERK,
ONE MEMORIAL DRIVE, RM. 202, LODI NJ 07644

- Three (3) original signed and notarized copies of the 12-page application
- Check or Money Order made payable to **The Borough of Lodi** in the amount of 10% of the annual renewal fee for the type of license being transferred; if the application is for combined person-to-person and place-to-place transfers, fee of 20% is required.
 - #33 Plenary Retail Consumption License
 - Person-to-Person: \$90.47
 - Place-to-Place: \$90.47
 - Person-to-Person & Place-to-Place: \$180.94
 - #44 Plenary Retail Distribution License
 - Person-to-Person: \$67.58
 - Place-to-Place: \$67.58
 - Person-to-Person & Place-to-Place: \$135.16
- Check or Money Order made payable to **The Division of Alcoholic Beverage Control** in the amount of \$200 – fee is the same for single or combined applications
- Affidavit of Publication – Notice of Intent to Transfer, published twice, one week apart, in **The Bergen Record**, not less than 14 days prior to the date scheduled for Governing Body consideration, giving the public the opportunity to communicate any objections to the transfer in writing to the Borough Clerk.
- Certification of License Transfer Date

For Person-to-Person Transfers ONLY:

- Financial Disclosure Statement(s) indicating the source of funding for the purchase of the liquor license with documentation attached (**Three Originals**)
- All new stockholders owning 10% or more of the stock must be fingerprinted. Applicant's information will be provided to the Lodi Police Department by the Borough Clerk once triplicate application is received and fees paid
- Written and notarized Consent to Transfer from the existing license owner (**Three Originals**)
- All applications for person-to-person transfer must be accompanied by Application for Bulk Sale Permit. If no alcoholic beverage inventory is being purchased in connection with the transfer, no fee is required. If inventory is being purchased, a check payable to **The Division of Alcoholic Beverage Control** in the amount of \$75 must accompany the application **completed form must be filed with transfer application**
- Buyer** (Transferee) – Certificate of Sales Tax Authority must be submitted and Alcoholic Beverage Retail Licensee Clearance Certificate for Transfer must be obtained by filing a Notification of Sale, Transfer or Assignment in Bulk with the Div. of Taxation Bulk Sale Unit (**NJ Division of Taxation Form C-9600 Notification of Sale must be sent to the Division of Taxation**). **NO application for transfer will be considered without a Tax Clearance Certificate**

For Place-to-Place Transfers ONLY:

- Sketch of the property and building, including a photo of the outside of the premises to which the license is to be transferred, indicating the exact area of the premises to be licensed if not the total building (**Three Originals**)