

CHANGE OF OWNERSHIP INTEREST
(e.g. LLC Members, LLP Partners, Trustees, etc.)

REQUIRED DOCUMENTS

Alcoholic Beverage Control Commission (ABCC)

Use this link [Alcoholic Beverages Retail Licenses | Mass.gov](#) for ABCC documents

- ☐ **LLA Certification (Completed by LLA)**
- ☐ **\$200 Fee via ePay**
- ☐ **Monetary Transmittal Form**
- ☐ **DOR Certificate of Good Standing**
- ☐ **DUA Certificate of Compliance**
- ☐ **Change of Officers/Directors Application**
- ☐ **Financial Statement**
- ☐ **Vote of the Entity Board**
- ☐ **CORI Authorization Form** Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. ***This form must be notarized with a stamp or raised seal.***
- ☐ **Business Structure Documents**
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- ☐ **Purchase and Sale Agreement**
- ☐ **Supporting Financial Records**
- ☐ **Advertisement** ⁽¹⁾

LOCAL LICENSING AUTHORITY (LLA)

- ☐ **All ABCC Required Documents shown above**
- ☐ **\$75 filing fee and license fees payable to Town of Braintree**
- ☐ **Town of Braintree CORI Authorization Form** ⁽²⁾ This is a separate CORI Form, different from the ABCC form. Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. ***This form must be notarized with a stamp or raised seal.***
- ☐ **DBA Certificate (if applicable)** ⁽³⁾

- (1) LLA will draft legal notice and submit draft notice to petitioner for review. Upon approval by petitioner, LLA will schedule placement legal notice with Patriot Ledger with payment direct billed to petitioner by Patriot Ledger.

(2) Forms attached

(3) Available from the Town Clerk's Office upon approval of the License

Please Note: you may be requested to submit additional supporting documentation if necessary. Hearing date will not be scheduled until all documents are submitted and reviewed by LLA

Please download copy of Town's Policy & Regulations Governing Liquor Licenses at...

[Board of License Commissioners | Braintree, MA \(braintreema.gov\)](#)