



## Alcoholic Beverage/Gambling Operator Short Form



### Checklists and Instructions

#### Foreclosure - Intending to Operate

Gambling and alcoholic beverage activity may continue under the foreclosing party pending the outcome of a license investigation for a proposed transfer of ownership interest resulting from foreclosure under the following conditions.

**\$200 Processing Fee** *The fee applies to alcoholic beverage licenses only. These transactions require Department of Revenue to publish a notice in the local newspaper.*

Party foreclosing has had no change in ownership since last licensed and is the licensee's immediate predecessor.

Foreclosing party is suitable for licensure.

All applicable permit fees are paid.

The former licensee has notified the department, within five working days of execution of the foreclosure.

The foreclosure takes place within two years following the sale.

If the license will be operated, it must remain in the same location.

If the license will be operated, Alcoholic Beverage Control Division must publish the change in ownership and inform the local officials.

#### Submit the following documents for review and approval of the transfer.

Copy of the original buy/sell or purchase agreement between the prior licensee and the current licensee.

Documents and/or letters of foreclosure.

Statement of who will be the new location manager, if applicable, and a [Location Manager Application](#) if the manager is not the new owner (shareholder, member or partner thereof) and fingerprint cards, [Personal History Statement](#) and fees.

New bank signature card.

Floor plan (including business name, alcoholic beverage license number, physical address, outer dimensions, seating, service bar, alcoholic beverages storage etc.) of the licensed premise. Please do not send the original blue prints, only a copy of the floor plan (8 1/2" x 11" - one page).

Request for [Temporary Operating Authority](#).

[Business Statement](#) (if applicable, not required if a bank foreclosure).

FEIN Verification.

Documents verifying the applicant has possessory interest in the building where the business is operated. This can include items such as a lease, rental agreement, purchase agreement, tax statement, deed and/or finance agreement.

**Note:** The Gambling Control or Alcoholic Beverage Control Division may require the applicant to send additional documents or information. This application and the documents and information provided will be reviewed under an amended license process and final approval will correspond with those procedures. If you have any questions, contact the Gambling Control Division at (406) 896-4300.

**Mail application, required documents listed above, and fees to:**

Gambling Control Division  
615 South 27th St., Suite A  
Billings, MT 59101