



MUNICIPAL BOARD ALCOHOLIC BEVERAGE CONTROL

1 CITY HALL PLAZA

RAHWAY, NEW JERSEY 07065

Telephone: (732) 827-2100 ~ Fax: (732) 815-1417

PROCEDURE FOR TRANSFERS

(Person to Person and/or Place to Place)

1. The ABC application must be submitted in **TRIPLICATE (3 copies)** with all original signatures on each set of forms.
2. \$200.00 check made payable to the City of Rahway (if person to person AND a place to place the amount will be \$400.00).
3. \$200.00 check made payable to the State of New Jersey.
4. **MUST** Complete Bulk Sale Permit. If purchasing inventory, a \$75.00 check made payable to the State of New Jersey.
5. Advertise two (2) consecutive weeks in the Home News Tribune or the Star Ledger. The last advertisement cannot be less than five (5) working days prior to the approval - ABC meeting dates can be found on the City of Rahway website. Affidavit of Publication must be sent to the Secretary of the ABC Board.
6. **Everyone whose name appears on the application as an owner on page 10A must be fingerprinted. You must go to the Rahway Police Department Records to obtain the necessary forms.**
7. File a Notification of Sale, Transfer or Assignment form with the New Jersey Division of Taxation.
8. Present Clearance Certificate from New Jersey Division of Taxation. You may contact the Division of Taxation's ABC Licensing Unit at (609) 292-0043 or (609) 826-4400.
9. Copy of New Jersey Sales Tax of Authority Certificate.
10. Sketch of premises to be licensed.
11. Sworn affidavit of intent of present owner to sell.
12. Sworn affidavit of the source of funding for purchase.
13. Sworn affidavit of who is to be responsible for any and all outstanding debts.
14. Obtain necessary Building Permits, Certificate of Occupancy and Food Handlers License from Health and Building Divisions of the Rahway Department of Community Development.
15. A passport size photograph of anyone whose name appears on the license as an owner and/or manager.
16. All items filed in response to the Rahway Police Department Procedure List must be properly labeled, tabbed A- M and submitted in a 3-ring binder. SEE ATTACHED FROM RAHWAY POLICE DEPARTMENT

Note: Please be advised that the information required to be submitted in support of the application becomes part of the qualifying investigation procedure to be completed by the Rahway Police Department.

Should you have any questions or concerns, please contact Detective Conor McGrath at (732) 827- 2119 / cmcgrath@rahwaypolice.com or Amari Allah, Board Secretary (732) 827-2100/ aallah@cityofrahway.com.