

Colorado Liquor Enforcement
Top 10 (Actually 11) Application Errors

Possession Document

1. The possession document, such as the lease or warranty deed, needs to include all areas proposed for licensure. Patio areas will no longer be scrutinized as long as the patio area is included in the premises diagram.
2. The possession document needs to be in the name of the applying entity only. We often times see the lease in the name of the LLC or corporation and the individuals as well. The individuals may be in the lease later as guarantors, but not stated as the Lessee.

Individual History Record

3. The bank name needs to be listed on #14c indicating from where the funds originated. This should resolve with the new form version.
4. We need items 13e-r fully completed, to include from what state the applicant's identification issued and the number of that identification card.

Application

5. We need the applicant to provide on questions 11 or 12 (depending upon the applicant) the information for anyone interested in the license by way of gift, promissory note, percentage lease etc.
6. There should be a trade name provided. Please let us know the circumstances if they do not have one or do not plan to ever have one.
7. The information on the tenant/landlord on question 11 and 11a are often incorrect. These must match #2 on the application and match the lease or other possessory document.
8. We need the local authority section to be filled out completely. Please check all boxes and sign and date.
9. The licensed area on the diagram provided needs to be outlined in bold so we understand what area is being requested for licensure.
10. The sales tax license must be in the name of the applying entity and not in an individual's name or under another entity.
11. The transfer affidavit needs to be signed by both the transferring party and the party applying for the license. If it is an operation of law (or similar) issue, you can inquire as to who is required in those rare cases.