NM REGULATION AND LICENSING DEPARTMENT ALCOHOL AND GAMING DIVISION

MAILING ADDRESS: PO BOX 25101 SANTA FE, NM 87504-5101 PHYSICAL ADDRESS: TONEY ANAYA BUILDING 2550 CERRILLOS ROAD, 2ND FLOOR SANTA FE, NM

PH: (505) 476–4875 FAX: (505) 476–4595 WWW.RLD.STATE.NM.US/ALCOHOLANDGAMING



LEASE OF LIQUOR LICENSE APPLICATION

New Mexico Regulation and Licensing Department • Alcohol and Gaming Division



PO Box 25101 • Santa Fe, NM 87504-5101 • Phone: (505) 476-4875 • Fax: (505) 476-4595

www.rld.state.nm.us/alcoholandgaming

Rev. 05/16

INSTRUCTIONS FOR LEASE OF DISPENSER TYPE LIQUOR LICENSE APPLICATION

- 1. The non-refundable application fee of \$250.00, must be enclosed or the application will be returned to you. **Keep a copy of the complete application packet for your records.**
- 2. Checklist, included in the packet to assist you in submitting all the required documentation. Lease will not be approved without a copy of the Liquor License Lease, Tax Clearance and Wholesaler Debt Clearance.
- 3. **Appointment of Representative** If the applicant is represented by an attorney, broker, CPA, etc., a letter authorizing the Division to disclose information.
- 4. Pages 1, 5, and 6 of the application must be signed and notarized.
- 5. Note that all supporting documentation submitted must be in the name of the **APPLICANT.** If the applicant is a Corporation, LLC, Partnership, or Trust, the Tax Registration Certificate, Leases, Deeds, Bills of Sale, etc. **must** be in the name of that entity.
- 6. Require an Instrument of Conveyance (Bill of Sale, Assignment, Lease, etc.), proof of Tenancy (lease or deed) and a Tax Clearance from the Department of Taxation and Revenue.
- 7. **Fingerprints:** Because the Liquor Control Act does not allow for a Convicted Felon to own or be an officer on a Liquor License, this Agency requires such persons to be fingerprinted to receive the background reports from the State and Federal level.

Fingerprints are required for the Applicant and each Principal Officer/Director/Resident Agent listed, **only** if they have never submitted fingerprints to this agency before, or if there has been an arrest record, they'll need to register with Cogent online at www.cogentid.com If fingerprints cannot be done by Livescan with Cogent, please contact AGD at (505) 476-4875 or consult AGD website for instructions.

EXPLANATION OF REQUIRED DOCUMENTS:

PAGE 1 – APPLICATION

- 1. **Tax Clearance** The Lessor/Current License Owner or Agent must submit this document to NM Tax and Revenue Department. This is due by final review of application.
- 2. **Tax Registration Certificate** A copy of the New Mexico Tax Registration Certificate (CRS Identification Number) in the name of the Applicant (sole proprietor, Corporation, LLC etc.) issued by the New Mexico Taxation & Revenue Department. Applicants may obtain this documentation at any field office, call (505) 827-0700 or online.
- 3. **Liquor License Agreement** in the name of the Applicant and signed by both parties.

PAGE 2 – PREMISES, LOCATION AND DESCRIPTION

- 1. **Proof of Tenancy (Lease or Warranty Deed)** A complete copy of the fully executed Lease Agreement or Warranty Deed for the premise in the name of the Applicant.
 - a. The Lease Agreement must be signed by both parties (Lessor and Lessee). All Exhibits, Addendums to Lease Agreement, Amendments to Lease Agreement, or Subleases must accompany the Lease Agreement.
 - b. If Lease Agreement does not address Permitted Use of the sale, service and/or manufacturing of alcohol on the premises, you must submit an Addendum permitting this use.
 - c. The Warranty Deed must be a filed and recorded copy.
- **2. Zoning Statement** A copy of the Zoning Statement for the proposed premises, must be current/within one year of application date, issued by the Local Governing Body, on official letterhead. Contact your city or county clerk for contact information for the zoning office in your area. The Zoning Statement **must include each of the following:**
 - a. The complete physical address of the proposed establishment.
 - b. Zoning type (example: C-1, Commercial).
 - c. A Statement regarding Permitted Use for the type of liquor license being applied for. (example: On-premises consumption of alcohol is a permitted use within this zone; with or without Patio Service permitted; Sale of packaged alcohol for off-premises consumption permitted use).

- 3. **Photos** include Interior of premises, location/storage of alcohol, and Exterior /patio and fencing, if applicable.
- 4. **Detailed Floor Plan** A Floor Plan for the proposed premises, showing the entrances/exits, kitchen, storage, sale, service, and consumption areas. All areas must be completely labeled. Submit legible Plan, that may be hand-drawn or architect drawing, on an 8½ x 11" sheet of paper **for each floor.** Please DO NOT submit blueprints. Drawing must indicate:
 - a. Name of Applicant, Physical Address and clearly mark which direction is North.
 - b. Location of the main street in relation to the licensed premises.
 - c. Label Floor Plan, include Bonded Areas and show Storage areas and Manufacturing areas; Layout must show the entrances, exits, and storage areas.
 - d. List Total Square Footage, including Patio, if applicable (example: 2,500 square feet or 2,000 +500 patio =2,500).
 - e. Show any and all Patios and/or Outside Areas, indicate how they are permanently enclosed to prevent alcohol from leaving the premises. Label the type of enclosure used and the height, **include photos**. (example: 6 foot adobe wall with 5 foot wood gate).

Only if proposed premises is between 300 and 400 feet of the nearest church or school, you will need:

- 5. **Surveyor's Certificate** A certified copy of the Surveyor's Certificate (Plat), showing the measurement from the nearest point of the proposed premises to the nearest point of the church or school property line. All measurements should be taken by shortest direct line.
 - or
- 6. **Waiver** A copy of the approved Waiver from the Local Governing Body, on official letterhead.
- 7. **Opinion Letter** Obtain a Letter, on official letterhead, from the Church or School in question, indicating whether or not they object to the application and/or issuance of a liquor license at the proposed location.

PAGE 3 - REQUIRED FOR CORPORATIONS/ LIMITED LIABILITY COMPANIES/ PARTNERSHIPS/ TRUSTS

Full disclosure totaling 100% is required. Each individual, Principal Officer, Director, Member, Manager, Partner and each Shareholder holding 10% or more, applying for license must complete the **Personal Data Affidavit form**. **Each individual, Principal Officer, Director, Member, Manager, Partner and each Shareholder who owns a 10% interest or more must be Fingerprinted**. All Owners that run operations, on site Managers, Managing Members and Resident Agents must obtain or maintain a valid Alcohol Server Certification Permit.

PARTNERSHIP:

- 1. **Partnership Agreement** A complete and fully executed Partnership Agreement.
- 2. **Certificate of Partnership** A Certificate of Partnership issued by the Secretary of State's Office (if applicable).

CORPORATION

- 1. **Certificate of Incorporation** A copy of the Certificate of Incorporation.
- 2. **Articles of Incorporation** A filed copy of the Articles of Incorporation and any amendments thereto.
- 3. **Certificate of Good Standing** A copy of the Certificate of Good Standing. The Division will obtain this document from the Public Regulation Commission. The corporation MUST be in good standing.
- 4. **Certificate of Authority** A copy of the Certificate of Authority for all Foreign Profit Corporations (out-of-state).

LIMITED LIABILITY COMPANY

- 1. **Certificate of Organization** A copy of the Certificate of Organization.
- 2. **Articles of Organization** A filed copy of the Articles of Organization and any amendments thereto.
- 3. **Operating Agreement** A complete and fully executed Operating Agreement listing all members and managers including percentages of interest owned by each and any amendments thereto.
- 4. **Certificate of Registration** A copy of the Certificate of Registration for all Foreign Profit Companies (out-of-state).

PAGE 4 – TRUST

1. **Trust Agreement** – A complete and fully executed Trust Agreement shall be provided for In-Camera Review by the Division. It should not be attached to the application, only brought in by Applicant for review.

PAGE 5 – DESIGNATION OF RESIDENT AGENT

- 1. An Applicant who is not a sole proprietor is required to submit information regarding a New Mexico resident, who is not a felon, to act on behalf of the company and accept service of process for all purposes relating to the sales and service of the alcoholic beverages, including orders and notices of the Director and/or the Division.
- 2. The Resident Agent form must be completed, signed, and notarized in two places.
 - **First Section** the Appointment section, is to be completed and signed by an officer, director or a shareholder, holding a 10% interest or more, who has been fingerprint qualified. **This signature must be notarized**. In this section, the applicant will list the name of the chosen Resident Agent.
 - Second Section the Acceptance section, must be completed and signed by the individual who has been designated as the Resident Agent by the Applicant. The signature of the Resident Agent must also be notarized.
- 3. The individual designated as Resident Agent must complete a Personal Data Affidavit Form. *Note*: All entities must file a new application for Resident Agent each time there is a change in agents.
- 4. **Each Resident Agent MUST BE**: Fingerprinted; Hold a current Servers Certification Permit, attach a copy to application; an individual, at least 21 years of age, and at time of application; A Resident of the State of New Mexico and remain a resident of New Mexico; Cannot have been convicted of a felony or of two misdemeanor violations of the Liquor Control Act in any calendar year.

PAGE 6 – PERSONAL DATA AFFIDAVIT

Submit this page for each individual applicant, each Principal Officer and Director of a Corporation, each Stockholder (individual) owning 10% or more of the stock in Applicant Corporation, each individual Limited or General Partner, and each Resident Agent for a Corporation, and each Manager and Member of LLC with 10% or more interest.

As part of the application, EACH individual, Principal Officer, Director, and Shareholder who owns a 10% interest or more, applying for license must complete the Personal Data Affidavit Form.

All Owners, on site Managers and Resident Agents must obtain or maintain a valid Alcohol Server Certification Permit. Everyone who sells or serves alcohol in the state of New Mexico is required to obtain a permit by taking a New Mexico approved Alcohol Server Education class. This includes all Bartenders, Waiters, Managers, Liquor License Owners, Convenience or Grocery Store Clerks, and the Designated Resident Agent for the License.

PAGE 7 – SUNDAY SALES

Sunday Sales by the drink and/or package are only permitted in those local option districts in which Sunday Sales have been approved by the voter. Sunday Sales by the Drink, Fee: \$100.00 Sunday Sales by the Package, Fee: \$100.00

PAGE 8 – WHOLESALER DEBT CLEARANCE

- 1. The Lessor/Current License Owner or Agent must complete this form.
- 2. The Lessor/Current License Owner or Agent must circulate this statement among all LIQUOR WHOLESALERS who have provided alcoholic beverages to the licensee and obtain certification that all debts owing have been paid or satisfactory arrangements for payment have been made. After obtaining Wholesalers signatures, the Original document must be signed on the last page by authorized person and submitted to our office.
- 3. This is due by final review of application.

Please Note: The Director may require additional information or supporting documentation to complete the application.

Date: _____



New Mexico Regulation and Licensing Department | Alcohol and Gaming Division | Page 1 Revised 3/16

Mailing Address: Agent/Contact Person: Are alcoholic beverages currently being dispens I, (print name) being first duly sworn upon oath deposes and says that he/she has read the same; knows the contents therein are found to be false, the Director may refuse the must sign and date this form before a Note Signature of Applicant: NOTARY PUBLIC USE ONLY: (State of	Phone#:	Email: Yes No If You tle) or is authorized by plicant(s) agree(s) to or may cause the li	es, License # / Type: the applicant to make this application hat if any statements or representation cense to be revoked at any time. _ Date:
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Mailing Address:Agent/Contact Person:	Phone#:	Email:	
Mailing Address:			
Physical location where license is to be used: (1			
	include street number / highway	y number / state roa	nd city and county state, and zin code
Email Address (required):			
D/B/A Name to be used:		Rucin	ass Phone #-
NAME OF APPLICANT (company or individu			TELEPHONE NUMBER
Check appropriate boxes: Applicant is: ☐ Individual ☐ Limited Lia	ability Company Corp		artnership (General/Limited)
Current Premises Address:			
Current D/B/A Name:			
Record Owner of Existing License:			
Term of Lease, Begins on:	End	ls on:	
License No Typ			•
	\$250.00 Application Fee, non-	efundable.	
	F LIQUOR LICENSI	•	
	Local (
AGD USE ONLY: Payment Application Fee \$ Application Number: LEASE OF	Keceiveu o	·	INCOMPLIANT.

Signed by Director:

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PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION $_{\text{NMSA}\ \S 60\text{-}6B\text{-}10}$

1. The land and building which is proposed to be	the licensed premises is: (check one)
Owned by Applicant, copy of deed/document atta	ached Leased by Applicant, copy of lease/document attached
Other (provide details):	
2. If the land and building are not owned by App A. Owner(s):	olicant, indicate the following:
B. Date and Term of Lease:	
☐ Zoning Statement attached , which must be location by address, Type of Zone, state whether	ng Statement):, be obtained from the Local Government, listing the proposed er alcoholic beverages are allowed at proposed location, and if e and/or manufacturing is allowable. If there is no zoning in the al government, indicating there is no zoning.
4. Distance* from nearest Church: (Property line of	of church to closest point of licensed premises—shortest distance)
Name of Church:	Miles/feet:
Address/location of Church:	
5. Distance* from nearest School: (<i>Property line o</i>	of school to closest point of licensed premises—shortest distance)
Name of School	Miles/feet
Address/location of School:	
6. Distance from military installation *(Property line	e of military installation to closest point of licensed premises-shortest distance.)
Name of Military Installation, circle one: Kirtland Ai Miles: Holloman A	ir Force Base (Albuquerque), White Sands Missile Range (Las Cruces), Air Force Base (Alamogordo), Cannon Air Force Base (Clovis)
Show which direction is North; Show each leve exterior walls, doors, and interior walls; Patio A	e Total Square Footage of premises; List nearest cross street; el (floor) where alcoholic beverages will be sold or consumed, Area with type of barrier used; Highlight Bonded Areas. The aches and must be labeled with designated areas highlighted, es.
8. Type of Operation: Hotel Lounge	☐ Package Grocery ☐ Restaurant ☐ Racetrack
☐ Small Brewer ☐ Craft Distiller ☐ V☐ Other (specify):	Winery

^{*}NOTE: If the distance is beyond 300 feet, but less than 400 feet, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.



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LIMITED LIABILITY COMPANY-NMSA §60-6B-2.A(6)

1. Name of Limited Liability Con				
2. Company Formed on:	nt attached.			
3. Company Registered on:, with a copy of Certificate and Article of Organization attached.				
4. Mailing Address:				
City:	State:	Zip:	Phone:	
5. LIST ALL MEMBERS AND If a Member is a Corporation, Truinformation page.	st, Limited Liability Company, G	eneral or Limited P		
List % of Interest/Contribution	1 ttle Name Complete Addres			
6. Has this LLC ever had a liquor provide details:	license in which it held any intere	est in any State susp	ended or revoked? UNG	Yes, if so,
7. List every Liquor License in w	nich this LLC owns any interest, o	direct or indirect:	None See Attached	☐ As follows:
1. Has any principal Officer, Direction In Section 2. Has any principal Officer, Direction 2. Has any principal Officer, Direction 2. Has any principal Officer 2. H		or more of this LL	C ever been convicted of	a felony?

NOTE: Each individual Member must submit a Personal Data Affidavit form (page 6). All Members who own 10% or more must submit Fingerprints. All Managing Members must also be Server Certified.



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CORPORATION- NMSA §60-6B-2.A(4)

Date of Incorporation:		In what S	State?
Mailing Address of Corporate Office	:		
City:	State:	Zip:	Phone:
Provide full names and addresses of	of all Officers and Director in the Corporation. If a stopage for the stockholding en	ors of the Corpora ockholder with 10 utity.	ation, also the names and addresses of all % or more stock is any other legal entity,
		•	-
<u> </u>			
<u> </u>			
USE ADDITIONAL PAGES IF NECH			
Has Corporation ever had a liquor lic provide details:	-		suspended or revoked? \(\sum \text{No} \sum \text{Yes, if so,} \)
List every liquor license in which the Cor	poration holds any interest, c	direct or indirect:	□None □See Attached □As follows:

NOTE: Each individual Applicant, Partner, Officer, Director and Stockholder of 10% or more of stock in the Corporation must submit a Personal Data Affidavit Form (page 6). All who own 10% or more must submit Fingerprints. All Managing Partners and Directors must also be Server Certified.



LIMITED PARTNERSHIP OR GENERAL PARTNERSHIP - NMSA §60-6B-2.A(5)

1. Name	of Limited Partner	rship or General Partnership	:		
2. Date	Partnership Formed	d (attach copy of Partnersh	ip Agreement):		
3. Date	Partnership Registe	ered (attach copy of Certific	cate):		
4. Maili	ng Address:				
City:		State:	Zip:	Phone:	
				is required. If General Partner or Limited Partner the appropriate entity information page.	er is
GENER	AL PARTNERS: LIS	T % Stock Held Title Nar	ne Complete Address	S	
LIMITE	D PARTNERS: LIST	% Stock Held Title Nam	e Complete Address		
l I					
		er had a liquor license in whi		in any State suspended or revoked? No Y	es,
7. List e	very liquor license in	which this Partnership owns ar	ny interest, direct or inc	direct: None See Attached As follo	ws:
_	<u> </u>	r, Director or Shareholder th		of this Partnership ever been convicted of a felo	ny?

NOTE: Each individual General or Limited Partner, must submit a complete **Personal Data Affidavit Form** (page 6). All who own 10% or more must submit Fingerprints. All Managing Partners, Directors must also be Server Certified.



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TRUST- *NMSA* §60-6B-2.A(7) 1. Name of Trust:_____ 2. Trust Formed on: _____ Phone: 3. Mailing Address: ______ State: _____ Zip: _____ 4. Names and addresses of all Trustees and each Beneficiary of the Trust – full disclosure is required, for each Trustee and for each Beneficiary who has control over Trust property and income or who receives substantial and regular distributions from the Trust. If a Trustee or Beneficiary is a Corporation, Limited Liability Company or a General or Limited Partnership, complete the appropriate LLC, Corporation or Partnership page(s). LIST ALL TRUSTEES AND BENEFICIARIES % of Interest/Contribution | Title | Name | Address 5. Has this Trust ever had a liquor license in which it held any interest in any State suspended or revoked? \square No \square Yes, detailed as follows: 6. List every liquor license in which this Trust owns any interest, direct or indirect: \square None \square See Attached \square As follows: 7. Has any principal Officer, Director, Trustee or Beneficiary that holds 10% or more of this Trust ever been convicted of a felony? No Yes, detailed as follows:

NOTE: Each individual Trustee and/or Beneficiary must submit a Personal Data Affidavit Form (Page 6), and must be Fingerprinted. All Managing Members must also be Server Certified.



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AGD USE ONLY: Payment Application F	Fee \$	Received on:	Receipt No	
DESIGNATION	N OF RESIDEN	Γ AGENT – \$50.00 1	non-refundable fee	
Name of Corp./LLC/Partnership/Trust (print) _			Liquor Licens	e#
D/B/A Name:				
KNOW ALL MEN BY THESE PRESENT				
(Print Appointee's Name)		11 1 1 2	, to act a	s Resident Agent
on behalf of the company and accept service beverages, including orders and notices of		1 1		of the alcoholic
☐ Initial Resident Agent ☐ Adding anoth				
			<i>g.</i> ,	
Appointed and Submitted by an Authorized Off- Sign in the presence of a Notary Public.	icer of Corporation/ .	LLC/ Farmersnip/ Trusi:		
Signature:		Title_		
ACKNOWI	EDGEMENT RV	OFFICER APPOINT	TING AGENT	
NOTARY PUBLIC USE ONLY: (State of				
SUBSCRIBED & SWORN TO before me, this				
By:	•			SEAL
Бу		ssion Expires:		SEAL
	•	•		
I, (print name)appointment hereby Certify that I am a Resider Liquor License(s):,,	nt of the State of New	Mexico. I am also the R	esident Agent for the following	lowing New Mexico
Residence Address:				
City:	State:	Zip:	Phone # _	
Alcohol Server Permit #		Expires on:	, Requ	ired to Attach Copy
Sign in the presence of a Notary Public.				
Signature of Resident Agent:			Date:	
	ACKNOW	VLEDGEMENT		
NOTARY PUBLIC USE ONLY: (State of			•	
SUBSCRIBED & SWORN TO before me, this				
By:				SEAL
Бу	•	ssion Expires:		SEAL
		r		
FOR ALCOHOL AND GAMING DIVISION U	USE ONLY: Finger	orints submitted on:	Cleared o	n:
☐ Approved ☐ Disapproved				
Signed by Director:			Date:	
<u> </u>				

SEAL



By:_

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AGD use only Fingerprints #/Received on: _	Cleared on:	Server Permit# E	xpires:
	Liquor License #	or Application #	

	Liquor License #	or Application #	<u> </u>
	PERSONAL DA'	TA AFFIDAVIT	
(individual) owning 10% or mor Agent for a Corporation, and Each Print clearly .	e of the stock in Applicant Corporation ch Manager and Member of LLC with	ach Principal Officer and Director of a n, Each individual Limited Liability or 10% or more interest. Make additional of the Name:	General Partner, Each Resider copies of this page if necessary
		/ Contact #:	
		Business Ph	one:
		Zip Code:	
Driver's License, Issued in the	State of:	DL No	
☐Male ☐Female	Are you at least 21 years of age?	Resident Alien # ? \square Yes \square No \square If yes, provide definition? Yes \square No \square If yes, provide definition.	ed? \square Yes \square No, If yes
Name(s) Used:	Marriage/Divorce/Decree):	d reason for other name(s). Attach a Date(s) of Change: provide details: quor License?	and,
Have you been convicted of t	wo separate misdemeanor violations	s of the New Mexico Liquor Contro	l Act in any calendar year?
	ation for a Liquor License, in any St	tate, suspended or revoked? Yes	□ No If yes, provide
Do you directly or indirectly \square Yes, see attached \square No		cense? Yes , list all License No.(s) and State(s):
1. Will you manage, d	the following two questions, you irect or control the sale of alcoho on the licensed premises on a re		tified.
You must sign before a Not	ary Public, and ALL questions	must be answered.	
		s are true and correct, and understanevoke the Liquor License issued und	
Affiant Signature:			Date:
Note: For fingerprint procedu	res, review information provided or	n the website.	
NOTARY PUBLIC USE ONLY	: (State of	. County of)

Notary Public: _____ My Commission Expires:_____

SUBSCRIBED & SWORN TO before me, this ______ day of ______, 20_____



AGD Stamp | Page 7 Revised 5/16 New Mexico Regulation and Licensing Department | Alcohol and Gaming Division | Page 7 PO Box 25101 Santa Fe, NM 87504-5101 | Phone: (505) 476-4875 Fax: (505) 476-4595

AGD USE ONLY: Payment | Application Fee(s) \$ Received on: Receipt No.

Non-transferab		heck type of sales applying for:
Sunday Sales BY THE DRINK, with \$2	100 Fee □	Sunday Sales BY THE PACKAGE, with \$100 Fee
	License #	or Application #
(Print clearly)		
1. Name of Applicant:		
2. DBA Name:		
3. Type of Liquor License applied for:		
4. Physical location of licensed premises:		
City:	State:	Zip:
5. Mailing address:		
City:	State:	Zip:
6. Local Option District (where license is lo	cated, agency that issued	your zoning statement):
7. County where license is located:		
Sunday Sales by the drink and/or package been approved by the voter.	are only permitted in tho	se local option districts in which Sunday Sales have
	t, and may obtain a pern	lic beverages BY THE DRINK, are allowed to serve nit for the sale, service, or consumption of alcoholic the hours of 11:00 a.m. to midnight.
consumption are allowed to sell between	the hours of 7:00 a.m. to	PACKAGE of alcoholic beverages for off-premises o midnight, and may obtain a permit for the sale of tion on Sundays, between the hours of 11:00 a.m. to
DRINK , between the hours of 11:00 a.m. to	11:00 p.m. or until sales werages by the drink on li	alcoholic beverages of beer and/or wine BY THE and service of food ceases, whichever is earlier, may censed premises on Sundays , between the hours of hichever is earlier.
Applicant/Licensee Signature:		Date:
Submit with appropriate fees to: Alcoho	l and Gaming Division.	PO Box 25101, Santa Fe, NM 87504-5101

☐ Disapproved

_ Date: _____

FOR ALCOHOL AND GAMING DIVISION USE ONLY:

Approved

Signed by Director:

LEASE APPLICATION CHECKLIST * No Hearing/Posting required for Lease

Date Stamp:	LIC. No	Type:	Expires on:
Application Number:		LOD:	County:
LESSEE:			
D/B/A:			
LOCATION ADDRESS: _			
MAILING ADDRESS:			
Contact Person/Agent:		Ph:	Email:
LESSOR:			
D/B/A:			
			aler Debt Clearance prior to final review***
Tax Clearance?Y Tax Registration Certif	N Comment: _ icate, in Applicant's r	name?YN	YN Any Outstanding Citations?YN Comment:
PAGE 2 PREMISES DESC	RIPTION completed? _	YN Commen	t:
Lease or Deed for the pre	emises, in Applicant's na	ame?YesNo C	omment:
Zoning Statement for the	premises?Yes	_No Comment:	
Floor Plan? YesYesY	_No Total Square Foot	age for the premises? _	Comment:
			n of Barrier? Contiguous YesNo Has it been submitted?YesNo
PAGE 3A LIMITED LIABI	-	-	
			YesNo Operating Agreement?YesNo omment:
PAGE 3B CORPORATION	? Yes No Cor	nment:	
Certificate of Incorporation	?YesNo Article	s of Incorporation?Ye	esNo Certificate of Good Standing?YesNo
Certificate of Authority (for Out-of-State Corpor	ation)?YesN	To Comment:
PAGE 3C PARTNERSHIP?	YesNo Con	nment:	
Is the Applicant aG			
Fully executed Partnershi	ip Agreement?Yes	SNo Registered v	with Secretary of State's Office?YesNo
PAGE 5 RESIDENT AGENT, Name:	•	•	resNo
Comment:			
	AFFIDAVIT submitted FC	OR EACH PERSON REQUIRING	GDISCLOSURE?YesNo
% Title / Name	SS#	FPs submitted	l on / Date Cleared Server#
PAGE 7 SUNDAY SALES	by the Drink? Yes	No SS by Drink all	lowed in this area?YesNo \$100 Fee?
	•	<u>-</u>	in this area?YesNo \$100 Fee?
PAGE 8 WHOLESALER	S DEBT CLEARANCE?	YN Balances	Due to Wholesalers?YN Revised 5/2016

ACD - 31096 REV. 01/14

State of New Mexico - Taxation and Revenue Department AUDIT & COMPLIANCE DIVISION



REQUEST FOR TAX CLEARANCE

DEPARTME	UT LICE	
DEPARTME	41 US	E UNLI

A. Control log number

B. Date Received

		SECTIO	N A	\				
Name of Taxpayer for Whom Clea	arance is Requeste	ed				NM Taxation & Re	venue D	ept. ID Number
Doing Business as				Federal ID Number				
Street Address of Taxpayer								
Mailing Address of Taxpayer								
City				State			Z	ip Code
Contact Name and Title			•			Contact Teleph	none N	umber
Date Began Doing Business in N.	M.	1	Date W	'ill Cea	se Do	ping Business in	N.M.	
Nature of business in New Mexico)							
·	ccessor in siness		orporate ithdraw		solutio		iquor L Iearan	icense ce
Check if Business:	Enter Number under			hich	Chec	ck if any License	/Permi	it will be:
☐ Sold Gasoline / Special Fuel	license/permit is to be Liquor License N						<i>,</i> ,, 0,,,,,	it will bo.
☐ Sold Liquor	Liquoi Lioonoo i					Leased Sold		
☐ Sold Cigarettes	Secretary of Stat	e Cornora	tion No					
☐ Sold Tobacco Products	Secretary of State Corporation No.				Other			
	Secretary of Stat	to Dormit N	Jo					
☐ Severed Natural Resources	Secretary or Stat	ie i emili i	NO.		Has	as Liquor License been leased previously?		
☐ Processed Natural Resources	OGRID No.							
☐ Sold Oil	001112110.				$oxed{\Box}$	Yes (see instru	ctions)	└ No
		SECTIO	N B	3				
IF BUSINESS/LICENSE/PERMIT					(DAVE	ER CIVE NAME		DDRESS REI OW
Name of Purchaser/Lessee	IO TO BE OF EIKA	ILD DI A	NOTHE	.1. 1.7.	W A I E	1		epartment ID Number
Doing Business as						Telephone Nur	mber	
Street Address								
Mailing Address								
City				State			Z	ip Code
SECTI	ON C MU	ST BE C	COMP	LETE	D Al	ND SIGNED		
I declare I have examined this request an	d all attachments and	to the best of	f my kno	wledge	and bel	ief the information	is true,	correct and complete.
Printed or Typed Name		Position or	r Title			Company		
Signature								Pate

REQUEST for TAX CLEARANCE

GENERAL INFORMATION

Any purchaser or lessee of all or part of an existing business enterprise may request a tax clearance from the Department. Failure to request a tax clearance could subject the purchaser or lessee to liability for any taxes incurred and not paid by the seller or lessor prior to the date of the transfer.

The Department has 30 days from the date a complete and accurate tax clearance request is received from a successor in business to either issue the requested clearance, notify the purchaser of the amount of tax due from the seller, or begin an audit to determine what amount of tax, if any, is due. If an audit is begun, the period for issuing the tax clearance or notice of taxes due is extended to 60 days. If the Department fails to respond within the required time period, the purchaser is released from the obligation imposed by Section 7-1-61 NMSA 1978 to withhold part or all of the purchase price to cover any unpaid taxes.

A tax clearance request from other than a successor in business is not subject to the time limits above. Please allow at least 45 days for processing.

INSTRUCTIONS

The Tax Clearance Request may be initiated by the seller/lessor or purchaser/lessee or a properly designated agent of either. All applicable Items in **Section A** should be completed for the entity seeking the tax clearance. Purchaser/lessee information should be provided in Items in **Section B**. No Tax Clearance Request that is incomplete, unsigned, or requested after the effective date of the transaction will be processed.

THE FOLLOWING DOCUMENTS, AS APPLICABLE, MUST BE ATTACHED TO THIS REQUEST OR IT WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED:

- ✓ A copy of the signed purchase agreement;
- ✓ A copy of the signed lease agreement;
- ✓ A copy of the liquor license suspension(s) from Alcohol & Gaming Division;
- ✓ A copy of previous Liquor License lease;
- Original document appointing another to serve as agent or authorized representative.

Please direct questions and completed request with attachments to :

Taxation & Revenue Department Audit & Compliance Support Office P.O. Box 5557 Santa Fe, NM 87502-5557 (505) 827-0951

SUCCESSOR IN BUSINESS - S				
<u></u> .	I reques	t the Departmer	nt to issue a C	Certificate stating
that as of the day of,	20	_, I, as purchas	er, am not liat	ole for any taxes
due to the Department by the Seller. I, as Purchaser, \Box have	□ have	not placed in a	trust account	for the benefit of
the Taxation and Revenue Department a sufficient amount of	f the pur	chase price to o	cover any tax	due on account of
the Seller. The Trust account is located at		 		_ in the amount of
\$ I, Purchaser, will start business	on the _	day	/ of	, 20,
doing business as				under New Mexico
CRS Identification Number	00	0	The business	address is:
Address				
City		State		Zip Code
I declare that the statement above is true and correct to the	e best of	f my knowledge	and belief.	
Printed or Typed Name			Title	
Signature			Date	



New Mexico Regulation and Licensing Department

ALCOHOL AND GAMING DIVISION
PO Box 25101 • Santa Fe, New Mexico 87504-5101
(505) 476-4875 • Fax (505) 476-4595 • www.rld.state.nm.us/alcoholandgaming

STATEMENT OF DEBT CLEARANCE

For the Transfer or Lease of a Liquor License, **Licensee must circulate this Statement** among ALL LIQUOR WHOLESALERS who have provided alcoholic beverages to the Licensee and obtain certification that all debts owing have been paid or satisfactory arrangements for payment have been made. **SUBMIT ORIGINALS ONLY, PHOTOCOPIES OF THESE PAGES ARE NOT ACCEPTABLE.**

CERTIFICATION BY WHOLESALERS: As attested to by signing and dating below, I HEREBY CERTIFY that all debts owed by the Owner of Record or the have been paid or satisfactory payment arrangements have Lessee of Liquor License No. Lessee of Liquor License No._____ have been paid or satisfactory payment arrangements have been made, and that in the interim period prior to issuance of a license to the new owner or lessee, all sales made to this license will be on a cash basis only. It is further certified that any lien on this license has been satisfied. #6820 (575) 585-4414 #6823 (505) 579-4437 #6824 (575) 421-8028 Tularosa Vineyards Madison Vineyards & Winery La Chiripada Winery 23 Coyote Canyon Road P.O. Box 191 HC 72 Box 490 Tularosa, NM 88352 Dixon, NM 87527 Dixon, NM 87527 Print Name:_____ Print Name: Print Name:____ Signature: _____ Signature: Signature: Date: _____ Date: _____

#6830 (505) 882-7632 La Vina Winery 4201 South Highway 28 La Union, NM 88021	#6831 (505) 898-3998 Milagro Vineyards, Incorporated P.O. Box 1205 Corrales, NM 87048	#6833 (505) 898-5165 Corrales Winery P.O. Box 527 Corrales, NM 87048
Print Name:Signature:	Print Name:	Print Name: Signature:
Date:	Date:	Date:
#6835 (575) 546-9324 NM Wineries, Inc. P.O. Box 1180 Deming, NM 88030 Print Name: Signature: Date:	#6836 (505) 852-2820 Black Mesa Winery P.O. Box 308 Velarde, NM 87582 Print Name: Signature: Date:	#6839 (575) 834-7487 Ponderosa Valley Winery, Inc. 3171 Highway 290 Ponderosa, NM 87044 Print Name: Signature:
#6845 (505) 632-0879 Wines of the San Juan 233 Highway 511 Blanco, NM 87412 Print Name:	#6851 (575) 544-1160 Luna Rossa Winery P.O. Box 1507 Deming, NM 88030-1507 Print Name:	Date:
Signature:	Signature:	Signature:

#6857 (505) 552-0082 Guadalupe Vineyards P.O. Box 400 San Fidel, NM 87049	#6858 (505) 438-0945 Falcon Ventures, Inc. 3159 Plaza Blanca Santa FE, NM 87507	#6859 (505) 264-1656 Acequia Vineyards & Winery P.O. Box 62 Corrales, NM 87048-0062
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#6862 (575) 627-6265 Pecos Flavors Winery 305 North Main Roswell, NM 88201	#6863 (505) 344-5911 Casa Rondena Winery 733 Chavez Road NW Albuquerque, NM 87107	#6864 (505) 695-0817 Don Quixote Winery 236 Rio Bravo Los Alamos, NM 87544
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#6865 (575) 437-0602 San Tomas Vineyards / Pistachio 7320 US Highway 54-70 Alamogordo, NM 88310 Print Name:	#6866 (505) 771-0208 Casa Abril Vineyards & Winery 01 Camino Abril Algodones, NM 87001 Print Name:	#6867 (505) 259-9523 La Esperanza Vineyard, LLC HC 71 Box 1377 San Lorenzo, NM 88041 Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#6868 (575) 525-0241 Amaro Winery 2480 Roadrunner Parkway Las Cruces, NM 88011 Print Name:	#6873 (505) 228-0154 Pasando El Tiempo Winery & Vineyards 277 Dandelion Road Corrales, NM 87048 Print Name: Signature: Date:	
Date:	Bate.	
#7034 (505) 988-1728 Howard A. Rubin, Incorporated 623 ½ Camino Rancheros Santa Fe, NM 87505-2837 Print Name: Signature: Date:	#7097 (505) 345-4492 National Distributing Company Inc. 5920 Office Blvd. NE Albuquerque, NM 87109 Print Name: Signature: Date:	#7098 (575) 762-4489 Premier Distributing Co. Clovis 1017 & 1019 East Santa Fe Blvd. Clovis, NM 88101 Print Name: Signature: Date:
#7099 (505) 344-0287	#7100 (505) 472 0505	# 7108 (505) 863-6708
Premier Distributing Co. Albuquerque 4321 Yale Blvd., N.E. Albuquerque, NM 87107	#7100 (505) 473-0595 Premier Distributing Co. Santa Fe 2680 Sawmill Road Santa Fe, NM 87505	Premier Distributing, Co. Gallup 3524 Sonastee Gallup, NM 87107
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:

#7109 (505) 327-6371 Premier Distributing Co. 1200 Troy King Road Farmington, NM 87401	#7110 (505) 792-9730 Synergy Fine Wines 149 Mountain Park Place, NW Unit B Albuquerque, NM 87102	#7119 (505) 424-3333 Santa Fe Brewing Company P.O. Box 29773 Santa Fe, NM 87592-9773
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#7123 (505) 438-2500 Fiasco Fine Wine Inc. 20 Bisbee Court Santa Fe, NM 87508	#7129 (575) 622-0380 L & F Distributors 2200 North Atkinson Avenue Roswell, NM 88201	#7138 (505) 989-4104 Floating World, Inc 320 Tesuque Drive Santa Fe, NM 87505
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#7139 (505) 344-0287 ^{ABQ} Premier Distributing Company 380 Alliance Drive Las Cruces, NM 88005	#7141 (505) 243-2293 Admiral Beverage Corporation 1018 South Atkinson Roswell, NM 88203	# 7142 (505) 243-2293 Admiral Beverage Corporation 6000 South Main Street Mesilla Park, NM 88047
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#7143 (505) 243-2293 Admiral Beverage Corporation 7 Paseo de River Santa Fe, NM 87507	#7144 (505) 243-2293 Admiral Beverage Corporation 1801 East Broadway Farmington, NM 87401	# 7146 (575) 377-2337 Comanche Creek Brewing PO Box 375 Eagle Nest, NM 87718
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#7147 (505) 231-2743 The Way of Sake 207 A North Guadalupe Street Santa Fe, NM 87501 Print Name:	#7150 (505) 344-0287 Premier Beverage 4321 Yale NE Albuquerque, NM 87107 Print Name:	#7152 (505) 883-9248 Favorite Brands 2500 Solano Drive NE Albuquerque, NM 87110 Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#7157 (505) 480-8643 Allison's Imports, LLC 11405 Canyonlands Road SE Albuquerque, NM 87123	#7159 (505) 440-9926 Vingarage 17 Bisbee Court Bldg 3 Unit H Santa Fe, NM 87508	#7163 (505) 247-4246 Johnson Brothers of NM 1340 Broadway Avenue NE Albuquerque, NM 87102
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:

#7164 (505) 872-0225 La Cumbre Brewing Co. 3313 Girard Blvd, NE Albuquerque, NM 87107	#7165 (505) 690-9918 Santa Fe Boutique Wines, LLC 1517 Third Street Santa Fe, NM 87505	#7166 (505) 474-5301 Duel Brewing 1228 Parkway Drive Units C & D Santa Fe, NM 87507
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#7167 (505) 243-2293 Admiral Beverage Corporation 3980 Prince Street SE Albuquerque, NM 87105		
Print Name:		
Signature:		
Date:		
#68001 (505) 620-0298 Wicked Kreations, LLC 7209 Beck Drive NE Albuquerque, NM 87109	#68002 (505) 867-2258 Alamito Winery PO Box 384 Bernalillo, NM 87004	#68004 (575) 437-7420 Coronado Lodge Vineyard 129 Cottonwood Canyon Road La Luz, NM 88337
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#68005 (575) 387-6660 Las Nueve Ninas, LLC PO Box 26 Mora, NM 87732	#68006 (505) 819-3729 Santa Fe Hard Cider 137 Cottonwood Canyon Road La Luz, NM 88337	#68007 (505) 388-8117 Black Bandit, Inc 25 Winery Road Bosque, NM 87006
Print Name:	Print Name:	Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#68008 (505) 681-4060 Skarsgard Farms, LLC 3435 Stanford Drive NE Albuquerque, NM 87107 Print Name:	#68009 (575) 640-4188 Rio Grande Vineyards & Winery, Inc 1710Summertine Lane Las Cruces, NM 88005 Print Name:	#68010 (505) 579-4441 Vivac Winery PO Box 429 Dixon, NM 87527 Print Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:
#68011 (505) 867-3062 Anazasi Fields 26 Camino del los Pueblitos Placitas, NM 87403 Print Name: Signature:		

#70004 (505) 343-9577 Core-Mark 5600 2 nd Street NW Suite D Albuquerque, NM 87199 Print Name: Signature: Date:	#70005 (575) 308-1567 Cottonwood Wine and Brewing 1 East Cottonwood Road Artesia, NM 88210 Print Name: Signature: Date:	#70006 (505) 310-3213 Santa Fe Cider Works 1311 Acequia Borrada Santa Fe, NM 87507 Print Name: Signature: Date:
#70008 (915) 491-9459 Shattuck Vineyard, LLC 1511 Ocatillo Street T or C, NM 87901 Print Name: Signature: Date:	#70009 (505) 850-6662 Troubled Minds, Inc 3905 Simms Avenue SE Albuquerque, NM 87108 Print Name: Signature: Date:	#70010 (575) 257-9335 Noisy Water Artwear, Inc 2342 Sudderth Drive Ruidoso, NM 88345 Print Name: Signature: Date:
#70013 (505) 262-4717 Canteen, LLC 2381 Aztec Road NE Albuquerque, NM 87107 Print Name: Signature: Date:	#70014 (505) 247-4186 Southern Wine & Spirits of NM, Inc 123 Montano Road NW Albuquerque, NM 87107 Print Name: Signature: Date:	#70015 (505) 227-7001 Sawmill Brewing Company, LLC 1001 Candelaria Road NE Albuquerque, NM 87107 Print Name: Signature: Date:
#70016 (505) 231-0632 NM Hard Cider LLC ^{- Wine Wholesaler} 1730 Camino Carlos Rey #103 Santa Fe, NM 87504 Print Name: Signature: Date:	#70017 (505) 243-0458 JAG Distribution, LLC 1451 12 th Street NW Albuquerque, NM 87104 Print Name: Signature: Date:	#70018 (505) 917-4211 Southwest Wine & Spirits-ABQ, LLC 8901 Washington NE Albuquerque, NM 87113 Print Name: Signature:
NM Hard Cider LLC ^{- Wine Wholesaler} 1730 Camino Carlos Rey #103 Santa Fe, NM 87504 Print Name:	JAG Distribution, LLC 1451 12 th Street NW Albuquerque, NM 87104 Print Name: Signature:	#70018 (505) 917-4211 Southwest Wine & Spirits-ABQ, LLC 8901 Washington NE Albuquerque, NM 87113 Print Name:

#70026 Taos Mesa Brewing 20 ABC Mesa Road El Prado, NM 87529 Print Name: Signature: Date:				
CERTIFICATION O	F CURRENT LICEN	SE OWNER OR AGENT:		
_	•	the Wholesalers listed a ic beverages were purch		ignatures have been obtained, are the ee.
CURRENT LICENSEE	E OR APPROVED AG	EENT:		
PRINT NAME:			TITLE:	

SIGNATURE: _____ DATE: _____