



### Conditional License Application (Ownership Transfer)

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

#### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s):	
Address to be licensed:	
City:	Zip Code:
City/township/village where license will be issued:	County:
Email address (REQUIRED):	<b>An email address is required for us to send you a password setup email for the Online Ordering (OLO) system for ordering spirits online.</b>

Current licensee/seller name:
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#### Part 2 - Fee & Required Documents

*Leave Blank - MLCC Use Only  
Fee Code 4012*

- \$300.00 Conditional License Fee - Make Check Payable to **State of Michigan**
- Completed application for the transfer of a license - [See Form LCC-100](#)
- Valid Proof of Financial Responsibility (Liquor Liability Insurance) - [See Form LC-95](#)
- An acceptable, executed property document, such as a lease, land contract, or deed.
- For the transfer of only a Specially Designated Merchant license, a copy of the Retail Food Establishment license or Extended Retail Food Establishment license issued under the Food Law of 2000 in the name of the applicant, pursuant to MCL 436.1533(1).
- If the current licensee has a Catering Permit, the applicant for a conditional license must submit a copy of its Food Service Establishment License or Retail Food Establishment License issued under the Food Law of 2000 to qualify for a conditional Catering Permit.
- If the current licensee has a Living Quarters Permit, the applicant for a conditional license must complete the [Living Quarters Permit Application \(LCC-203\)](#).

#### Part 3 - Signature of Applicant

I certify that:

- I certify that all information contained in my application for conditional and permanent license is true and accurate.
- I understand that a conditional license issued to me by the Commission is nontransferable and nonrenewable.
- I understand that it is my responsibility to maintain acceptable proof of financial responsibility for my conditional license.
- I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules.
- I understand that issuance of a conditional license does not guarantee approval of a permanent license.
- I understand my conditional license will be issued only after receipt of the current license for escrow.
- I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

I certify that I understand that a conditional license approved by the Commission will not be issued unless the current licensee/seller's license is placed into escrow under one of the options selected by the current licensee/seller in Part 4 on Page 2 of this application.

**Part 4 - Current Licensee/Seller's Acknowledgement of Conditional License Request**

Please select one of the following options regarding the escrow status of your (the seller's) license, initial next to your selection, and sign below:

<input type="checkbox"/>	<b>My license has been placed into escrow.</b> I understand and acknowledge that a conditional license will be issued to the applicant listed on this application upon approval of the Commission without further notification to me prior to issuance of the conditional license.	_____ Current Licensee/Seller's Initials
<input type="checkbox"/>	<b>My license is not in escrow. I consent to the Commission placing my license into escrow administratively pursuant to MCL 436.1525(11) at the time that a conditional license will be issued to the applicant listed on this application upon approval of the Commission.</b> I understand and acknowledge that a conditional license will be issued to the applicant listed on this application upon approval of the Commission without further notification to me prior to issuance of the conditional license.	_____ Current Licensee/Seller's Initials
<input type="checkbox"/>	<b>My license is not in escrow. I shall submit my license and permit documents to be placed into escrow upon approval of a conditional license for the applicant listed on this application.</b> I understand and acknowledge that a conditional license will not be issued to the applicant listed on this application upon approval of the Commission unless my license has been placed into escrow.	_____ Current Licensee/Seller's Initials

\_\_\_\_\_  
Print Name of Current Licensee/Seller & Title

\_\_\_\_\_  
Signature of Current Licensee/Seller

\_\_\_\_\_  
Date

Please return this completed form along with corresponding documents and fees to:

**Michigan Liquor Control Commission**

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-284-8557