

THE FOLLOWING IS A LIST OF ITEMS TO BE HANDLED BY THE PARTIES OUTSIDE OF ESCROW:

ALCOHOL ONLY

Alcoholic Beverage Control
6150 Van Nuys Blvd., #220
Van Nuys, CA 91401
(818) 901-5017

Provide A.B.C. with the following:
1. Certified copy of the Notice to Creditors;
2. Copy of Escrow Instructions;
3. Seller to surrender liquor license;
4. Buyer to pay license transfer fee and make application for license;
5. At the second interview with ABC, Buyer is to provide:
a. Copy of lease and/or assignment
b. Sketch of Premises

FOOD ONLY

Los Angeles County Health Dept.
7515 Van Nuys Blvd., 5th Floor
Van Nuys, CA
(818) 901-3929

Obtaining of a Food Handler's Permit, prior to operation of business:

SALES TAX PERMIT

State Board of Equalization
15350 Sherman Way #250
Van Nuys, CA 91406
(818) 904-2300

Apply for re-sale number;
Depending on nature of business and experience and residence situation of Buyer, a deposit may be required, based on Seller's previous record, of an amount equal to two previous quarters' taxes or two previous months;

DEPOSIT CAN BE HANDLED:

1. Cash
2. Time Certificate with Bank or Savings and Loan
3. Insurance Bond

AT CLOSE OF ESCROW, SELLER MUST OBTAIN A RELEASE FROM FROM THE STATE BOARD OF EQUALIZATION, THE FOLLOWING IS REQUIRED:

1. Books and Records
2. Closing Returns
3. Cancelled Checks for the last two quarters;

GAS AND ELECTRIC COMPANIES

See Phone Book For Your Area

Submit application for service, post deposit;

TELEPHONE

See Phone Book For Your Area

Submit application for service. Supersedure form must be signed by Seller and Buyer if Buyer intends to use existing number of business.

WATER DEPARTMENT

See Phone Book For Your Area

Sometimes water is paid by Lessor. If Lessee pays, arrange for service and billing;

CITY TREASURER

Room 295 - City Hall
200 N. Spring St.
Los Angeles, CA 90012
(818) 989-8121

Apply for City License. Also application for Cabaret or Games - Amusement License, if needed.
(Where Alcohol is sold, Buyer will need Fictitious Business Name Statement filing number to obtain city License);

LOCAL NEWSPAPER
See Phone Book For Your Area

File Fictitious Business Name Statement (most local newspapers have a service to help with the filing);

INTERNAL REVENUE SERVICE (I.R.S.)
6230 Van Nuys Blvd.
Van Nuys, CA
(800) 829-1040

Apply for Employer Number
Apply for Federal Beverage Stamp on ABC License;

EMPLOYMENT DEVELOPMENT DEPT. (E.D.D.)
6150 Van Nuys Blvd. #210
Van Nuys, CA
(818) 901-5138

Apply for Employer Number (Buyer or Bookkeeper may open account);

Seller to obtain an Escrow Release

ALCOHOL TOBACCO AND FIRE ARMS BUREAU
6230 Van Nuys Blvd.
Van Nuys, CA
(818) 904-6211

Obtain a Tax Permit

COUNTY TAX COLLECTOR
225 N. Hill St.
Los Angeles, CA
(818) 974-2121

Escrow notifies the County Tax Collector of the sale/purchase of subject business and ask what is required in connection with the payment of Unsecured Property Taxes;

BANK

To open a business bank account most banks require a copy of a Fictitious Business Name Statement filing and/or copy of Notice to Creditors of transfer of Bulk Transfer and Escrow Instructions;

THE MATERIALS IN THIS LIST HAVE BEEN COMPILED BY SEPULVEDA ESCROW CORPORATION, AS AN AID TO THE PARTIES IN ESCROW.

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THE INFORMATION OF THIS LIST IS A PARTIAL LIST AND MAY BE INCOMPLETE.