



PAWN SHOP LICENSE TRANSFER



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

BUSINESS LICENSE TRANSFER

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Benefits of transferring in ALECS

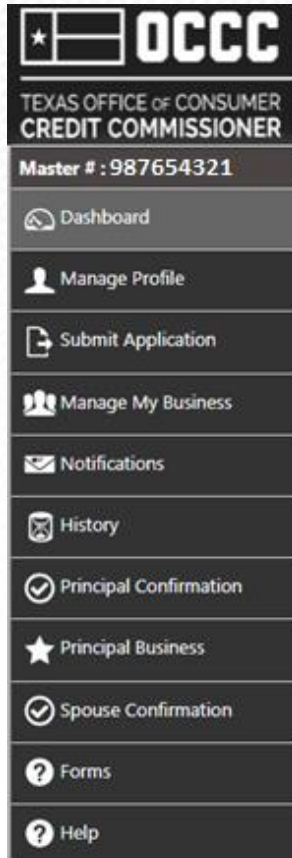
- Online transfers reduce processing time
- Immediate notification of requests for information
- Immediate access to your license on approval

PAWN SHOP LICENSE:

**PROCESSING A TRANSFER
IN ALECS**



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER



Buyer

1. After you have received an email confirming the activation of your new account in ALECS, log in and select manage my business.

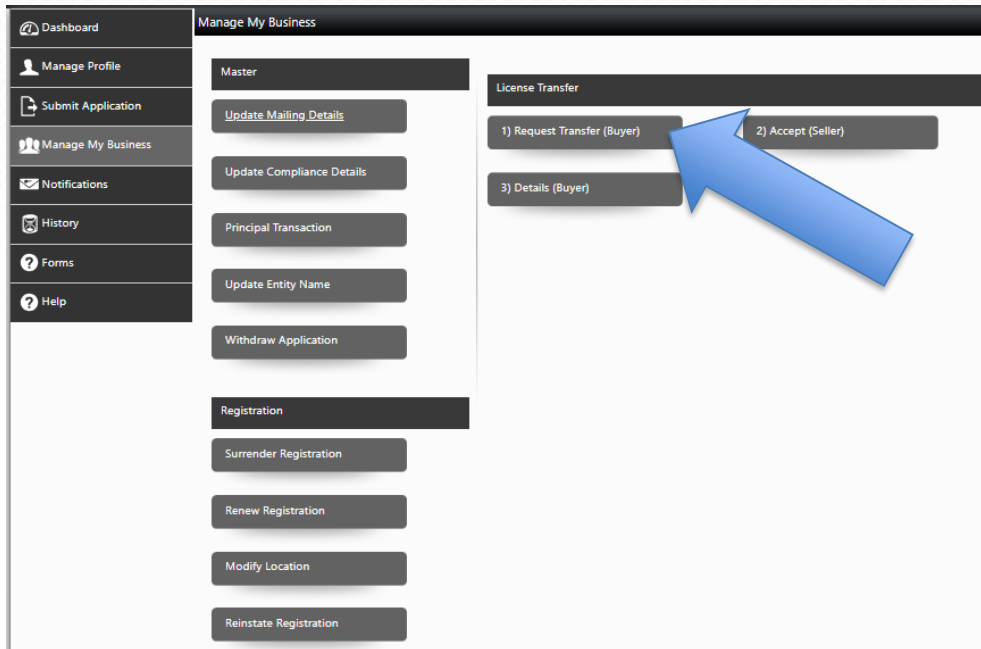
(current account/license holders can simply log in)

Don't have an ALECS account?

Click here: [CREATE ALECS ACCOUNT](#)



2. From manage my business, begin with item #1 from the License Transfer subheading.



Dashboard

Manage My Business

Master

Update Mailing Details

Update Compliance Details

Principal Transaction

Update Entity Name

Withdraw Application

Registration

Surrender Registration

Renew Registration

Modify Location

Reinstate Registration

License Transfer

1) Request Transfer (Buyer)

2) Accept (Seller)

3) Details (Buyer)




3. Enter the sellers Master File number & click search. If you do not have this you will need to obtain it from the seller.

Request For Licenses Transfer * Mandatory Fields

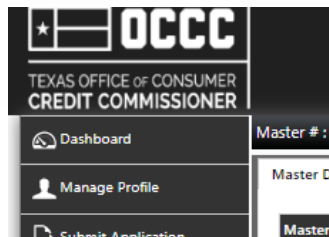
Select License *

Transfer Master File Number *



[Click here to see the details on your Master File.](#)

The seller can locate this number by clicking on from the dashboard. The Master File number will be located in the top left corner next to the Dashboard button.





4. The license(s) associated with the sellers Master File will populate.
5. Click on the radio button (If more than one license is available and you are only requesting one, certify that you are selecting the correct license.)
6. Click submit
7. Verify that you receive the confirmation (pictured below)

Request For Licenses Transfer

* Mandatory Fields

Select License *

Transfer Master File Number *

Transfer Master Name: John Does Preowned LLC

Search Result

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input type="radio"/>	123456987	#1 Pawn Shop	John Doe	Active	Austin	TX	78721

Displaying items 1 - 1 of 1

Request For Licenses Transfer

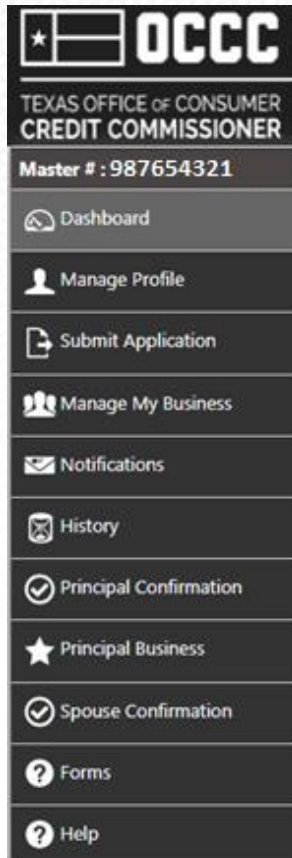
Your request submitted successfully.

* Mandatory Fields

Select License *

Transfer Master File Number *

8. The seller will now have to accept your request. ([see p9](#))



Seller

1. Log in to your ALECS account and click on Manage My Business

Don't have an ALECS account?

Click here: [CREATE ALECS ACCOUNT](#)

If you are licensed/have been licensed before but have never created an ALECS account, you will go through the linking process which can take around 4 business days process. You will receive an email confirmation when this process is complete and are able to access your information.

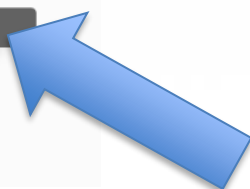


- From manage my business, begin with item #2 from the License Transfer subheading.

Manage My Business

Master	License	
Update Mailing Details	Activate License	Inactivate License
Update Compliance Details	Renew License	Reinstate License
Principal Transaction	Surrender License	Modify License Location
Update Statutory Agent	Update License DBA	Change RO to LL
Update Entity Name	Update Location Contact	Doc Fee Filing
Withdraw Application	Print License	

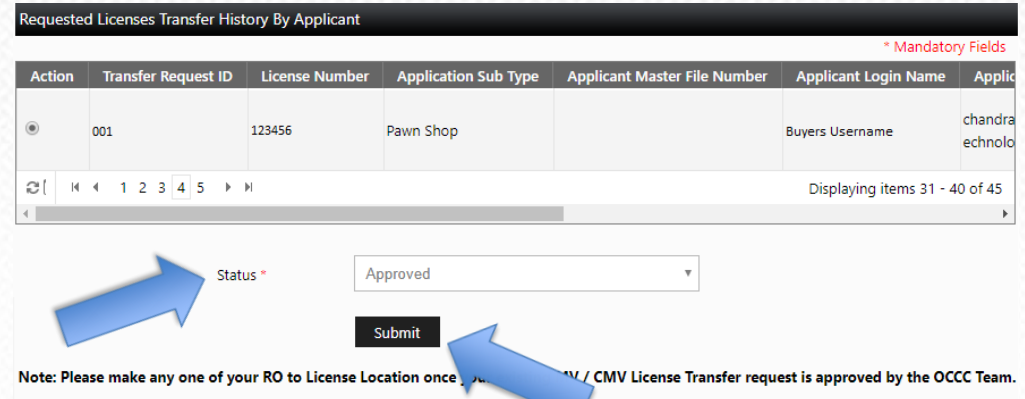
Registration	License Transfer	
Surrender Registration	1) Request Transfer (Buyer)	2) Accept (Seller)
Renew Registration	3) Details (Buyer)	
Modify Location		



2. Select the radio button for the license you are selling etc.



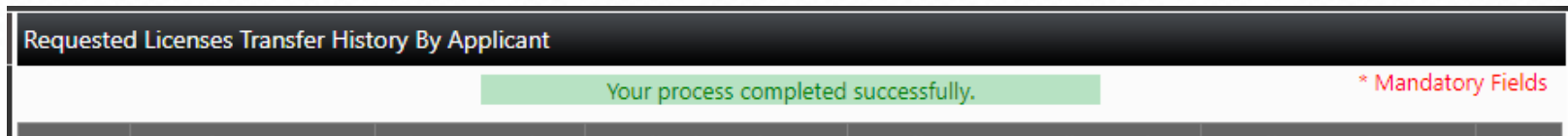
3. From the status dropdown, select approved if you are approving the transfer of the license and click Submit.



Action	Transfer Request ID	License Number	Application Sub Type	Applicant Master File Number	Applicant Login Name	Applic
<input checked="" type="radio"/>	001	123456	Pawn Shop		Buyers Username	chandra echnolo

Status *

Note: Please make any one of your RO to License Location once you receive the DMV / CMV License Transfer request is approved by the OCCC Team.



Requested Licenses Transfer History By Applicant


Your process completed successfully.

* Mandatory Fields



4. Confirm that you receive the completion notification.

5. The buyer will now log in to their account to complete the process.



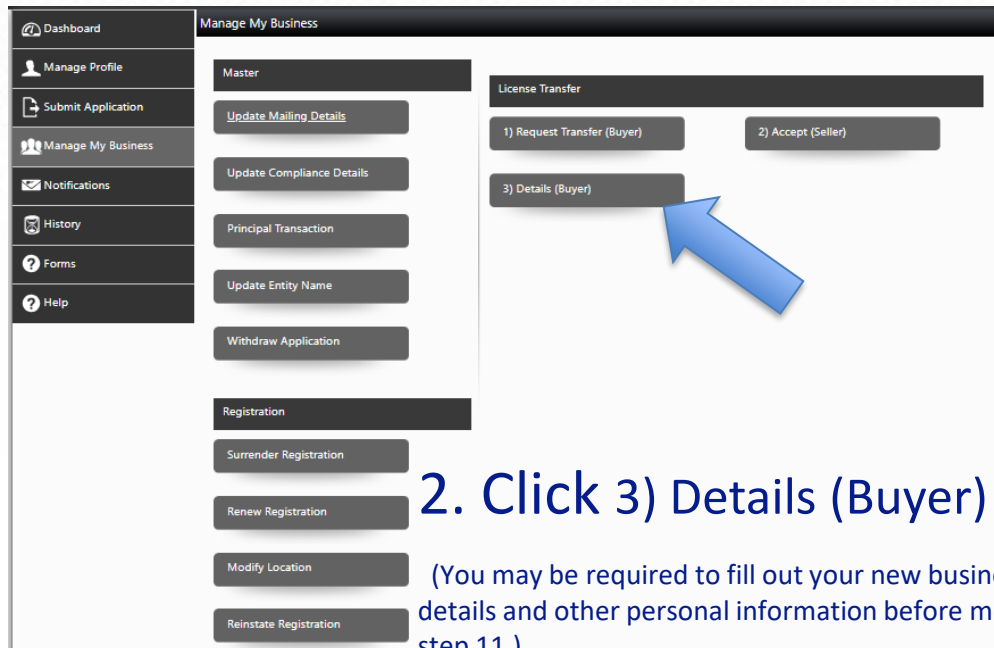
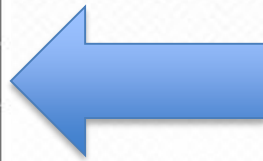
TEXAS OFFICE OF CONSUMER
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Master # : 987654321

- Dashboard
- Manage Profile
- Submit Application
- Manage My Business
- Notifications
- History
- Principal Confirmation
- Principal Business
- Spouse Confirmation
- Forms
- Help

Buyer

1. Log in to your ALECS account



Dashboard Manage My Business

Master

- Update Mailing Details
- Update Compliance Details
- Principal Transaction
- Update Entity Name
- Withdraw Application

Registration

- Surrender Registration
- Renew Registration
- Modify Location
- Reinstate Registration

License Transfer

- 1) Request Transfer (Buyer)
- 2) Accept (Seller)
- 3) Details (Buyer)

2. Click 3) Details (Buyer)

(You may be required to fill out your new business details and other personal information before moving to step 11.)

Financial Statements

Following are Link(s) to download Financial Statement Templates.

Required: See, TAC § 85 for funds considered assets by TAC

- a. ADM17 - Personal Financial Statement
- b. ADM18 - Financial Information Schedules 1 - 3
- c. ADM19 - Financial Information Schedules 4 - 6

Document Type

Bank Confirmations.

Choose File :

Select files...

Upload

Name	Document Type Name	
532022110112AM_PH.pdf	Financial Statements	✕ Delete File
532022110125AM_PH.pdf	Financial Statements	✕ Delete File
532022110133AM_PH.pdf	Financial Statements	✕ Delete File
532022110152AM_PH.pdf	Bank Confirmations	✕ Delete File

1 - 4 of 4 items

 I affirm that the financial information has been carefully reviewed and is true, correct, complete and in accordance with GAAP (General Accepted Accounting Principles) standards. FALSE OR MATERIALLY INCOMPLETE ANSWERS ARE GROUNDS FOR DENIAL


Buyer



3. Select the radio button for the license being purchased. *This will bring a drop down where you will complete the transfer details.*
4. Upload your financial statement forms. In order to proceed you must select “Financial Statements” from the document type 3 times and upload a file for each point A B & C. Obtain forms from here: [CLICK HERE](#)
5. Upload your bank confirmation(s). Obtain forms from here: [CLICK HERE](#)
The bank confirmation must be certified by the bank and the “close of business day” date must match the financial statement “as of” date in order for us to be able to consider any funds listed “cash in banks” towards your assets.
6. Check the box confirming the financial information you uploaded is true.

Please click here to change the status on the license. (Please confirm the current status of the license before making any changes.)

Please click here if you are changing the location.

Pawn Employee Licensing Program

Is the MasterFile opting to participate in the pawn employee licensing program? * Yes No

Documents

Evidence of Insurance *

Select files...

Evidence of Lease or Ownership of the Location *

Select files...

DBA Operating Name

DBA Operating Name

Assumed Name Certificate

Select files...

Buyer



6. ONLY check this box IF you want to change the status of the license (active or inactive). If you are unsure the status, check with the seller. Please see TAC § 85.210 for more detail regarding license status.
7. ONLY check this box IF you will be changing the address of the license being purchased. (see next page for more detail)
8. If your masterfile participates in licensing pawn employees through the OCCC check YES, if not, check NO. (see Sec. 371.101 of the Texas Finance Code for a copy of the law regarding licensing PEM's)
9. Both Evidence of Insurance and Lease/Ownership of the property are required. Be sure that your insurance document covers the legal requirements as far as amounts covered and that it specifies FIRE coverage.
10. ONLY enter data here IF you have and will be using a DBA (assumed name). You will be required to upload your assumed name certificate. Sole props & General Partnership's obtain their certificate from the county clerk, all other entity types will obtain their certificate from the Texas Secretary of State. For questions on whether you need an assumed name or not contact the appropriate agency (county clerk or Texas Secretary of State).



Are you changing the status on the license Yes or No?

Are you changing the location Yes or No?

AddressLine1

Address Line 2

Zip *

Only enter the first 5 digits of the zip code

City *

State *

County*

Country *

Phone Number

Map that includes name and address of each pawnshop

PH.pdf

Evidence of compliance with local zoning ordinances

PH.pdf

Written notice of relocation provided to each pledgor

PH.pdf

Only required when moving a PS license with active notes.

Documents

Evidence of Insurance

PH.pdf

Evidence of Lease or Ownership of the Location

PH.pdf

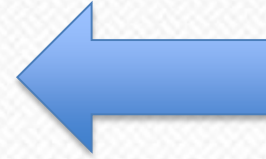
DBA Operating Name

DBA Operating Name

Assumed Name Certificate *

PH.pdf

Buyer



- When you click here, a drop down will appear that will allow you to enter your new proposed business location.
- You will also be required to upload all items requested here.

Transfer Documents

Transfer Documents

Permission to operate

Notice to customers

Asset Purchase Agreement

Statement of Gift

Will

Other Documents

A **permission to operate** is required if the buyer has been authorized by the prior owner to operate under the license until they are approved.

Notice to customers is a sample letter notifying existing customers of the change in address IF the pawn shop is moving.

Only One of the Following is Required

Asset Purchase Agreement – Copy of the signed agreement where both buyer and seller sign and agreed to the selling of the business.

Statement of Gift – If the prior owner gifted the license to you, a letter of gift is required.

Will – A will showing the business rights were left to you or a death certificate naming the spouse etc.



Buyer

12. Once you have entered and uploaded all required items, confirm the transfer by checking the box and clicking “Transfer”

Other Documents Select...

Payment Preview	
Business Details	Fee Details
License Number: 2694	
Pawnshop transfer fee	\$250
Pawnshop inactivation fee	\$25
Pawnshop large county relocation fee	\$250
Sub Total	\$525
Total Amount	\$525.00

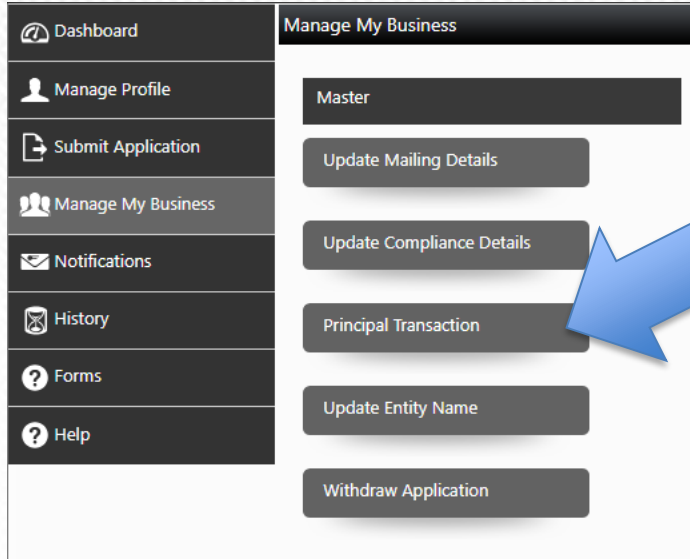
Please confirm to Transfer the selected licenses.

Transfer Cancel

13. You will complete the payment in the next screen.*

*The total amount will be determined by fees set by Texas Administrative Code and will vary according to the transfer circumstances.

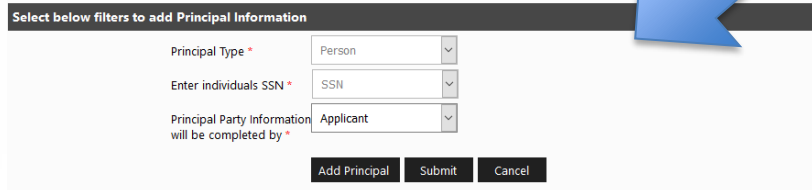
Misc.



1. If your transfer is as a result of an internal ownership change, you can process your transfer by going to Manage My Business > Principal Transaction

2. Scroll to the bottom of the Principal Transaction Information page and set the following values from the drop downs (see image below):

- Select Person from the principal type
- Select SSN for Enter individuals SSN
- Select Applicant from the Principal Party Information will be completed by
- Click Add Principal



3. Repeat steps 1 and 2 to add additional principal parties.

4. To remove a PP, click on delete to any existing PP.



Continued...

5. Click submit ONLY when you have finished making the necessary changes.

You may REMOVE and ADD several principal parties during one transaction, however ALECS may not allow you delete all of your principal parties at once so you may need to process an additional Principal Party Transaction after the first request is reviewed and approved.



Questions?
licensing@occc.texas.gov