



# Property Tax Transfer of License Checklist

## Required for all applicants:

### Items 7-10 are processed/entered in ALECS

1. Statement of Experience ([Form](#))
2. Business Operation Plan ([Form](#))
3. Financial Statement ([Form](#))
4. Bank Confirmation ([Form](#))
5. Loan Document – 1. Pre-closing Disclosure 2. Notice of Delinquency 3. Sworn Document Authorizing Transfer 4. Certified Statement of Transfer of Tax Lien 5. Post Closing Fee Disclosure 6. Promissory Note 7. Deed of Trust 8. Notice of Right to Cancel
6. License application fee \$800\* as of 01/2020\*\*
7. Statutory agent – A Texas resident and an address different from the proposed business location
8. Statement of Record – An address of where the business records will be stored
9. [Principal Party Information](#)
  - a. Personal Affidavit
  - b. Personal Employment History (10 years of **consecutive data** prior to the application submission date)
  - c. Personal Questionnaire
10. Evidence of transfer such as but not limited to a Bill of Sale/Asset Purchase Agreement
11. Signed & dated [Permission To Operate](#)
12. Fingerprints (Receipt received at the IDENTOGO office) Your reviewer will send you instructions to schedule & complete your fingerprints.

This is a general checklist. For more detail, review [Texas Administrative Code §89](#), the authority over application requirements.

\*License fees are subject to change

\*\* As of 01/2020 PTAX licenses are renewed in December annually regardless of when the license was acquired.

## Additional Requirements For LLC's Corporations, LTD's:

- [Articles of Incorporation from the Texas Secretary of State](#) - (Certificate of Formation, Application for Registration, Certificate of Authority. A Certificate of Filing will not meet this requirement.
- Certificate of Good Standing - (Now known as a [Franchise Tax Account Status](#) from the Texas Comptroller's Office) Upload a screenshot of the results with an "As of" date of no more than 3 months prior to the application submission date and an "Active" status.
- If a parent company holds part or whole ownership of the applying entity, upload a statement or diagram describing each level of ownership/management of the parent company(ies) up to a natural person (not another entity)

### Additional requirements for:

#### Trusts:

- The instrument that created the Trust & Trust Agreement

#### General Partnerships:

- Partnership Agreement, signed & dated by all partners

#### Estates:

- The instrument that established the Estate

### DBA/Assumed Names

If you will be using/operating under a DBA, you must provide the proof\* of filing.

### Sole Proprietors & General Partnerships:

Assumed Name Certificate from the County Clerk

**All others:** Assumed Name Certificate from the Texas Secretary of State

\*Proof will be uploaded in ALECS during the application process.