

**Master File Status Licensees**  
**Application for New Licensed Location**

**Application to obtain an additional license at a new location for a Chain Grocery or  
Chain Drug Retail Store Licensee that was previously granted Master File Status.**

**INSTRUCTIONS:**

This application and the required attachments must be completed and submitted to the address below and accompanied by the following items:

- 1) Certified Check, Bank Officer's Check or Draft or Money Order for the required fee made payable to the New York State Liquor Authority. See the attached fee chart for the required amount.
- 2) Penal Bond (Form L-9) in the sum of \$1,000, issued by any qualified surety company authorized to execute such bonds in the State of New York. The Bond must have the premises name and address typed exactly as it appears on the application. Altered or handwritten bonds are not acceptable. The expiration date of the main license must match the Master File record. The Bond must be signed by an authorized principal of the applicant.
- 3) Interior Photos showing a full view of the rooms including the grocery inventory. Exterior Photos showing the front of premises, structure or proposed site. Hard copies must be endorsed on the reverse side with the name and address of the applicant and the date when photographs were taken.
- 4) Diagrams of the interior showing the dimensions of all rooms, including the basement if part of the premises, must be labeled (i.e. storage room, restroom, retail area). If the premises is in a multi unit or multi story building, diagram must also state and show where in the building the premise is located. Label each room/floor on the diagram. A separate diagram must be submitted for each floor. Show all entrances and exits, sanitary facilities, display windows or other openings, counters, shelves and storage areas. All diagrams must be submitted on 8 ½" x 11" paper and must have the name and address of the applicant's premise.
- 5) Lease, Deed or Contract of Sale showing how the applicant has possession of the premises.
- 6) Notice of Appearance if a third party has assisted the applicant with the application.
- 7) All appropriate sections of the application contained herein: Right to Premise, Landlord Identification, Establishment Questionnaire, Method of Operation and Applicant's Statement.
- 8) Personal Questionnaire, Photo Identification and Photo of the Manager(s) of the premises location.

**Mail the application to:**

New York State Liquor Authority  
Church Street Station  
P.O. Box 3817  
New York, NY 10008-3817

# Application for Master File Status Licensees for New Licensed Locations

Application to obtain an additional license at a new location for a Chain Grocery or Chain Drug Retail Store Licensee that was previously granted Master File Status.

Type or Print answers to ALL questions below.

**1. MASTER FILE INFORMATION**

Name of Licensee \_\_\_\_\_

Master File Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Master File Serial Number \_\_\_\_\_ Concurrent Expiration Date \_\_\_\_\_

**2. LOCATION TO BE LICENSED; *Please Note: All correspondence will be sent to the above address unless otherwise specified.***

Trade Name or other name by which the location will be known: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

**3. CONTACT**

Name of Contact: \_\_\_\_\_  Attorney  Representative  Contact Person

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number of Office (include Area Code): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**BELOW OFFICE USE ONLY:**

Approved      or      Disapproved

Date:

LB Member:

4. Have any changes occurred to the financing, ownership or management of your business organization which have not been reported to or acknowledged by the State Liquor Authority? ( ) No ( ) Yes; If yes, explain nature of change(s) below and obtain the appropriate license change application together with this form. \_\_\_\_\_

5. If a corporation, has there been a change in principal officers or director which has not been approved by the NYS Liquor Authority? ( ) No ( ) Yes; If yes, explain nature of change(s) below and obtain the appropriate license change application together with this form. \_\_\_\_\_

6. Have any arrests, summonses and/or convictions of your business organization or any principal, partner, officer or director of the currently licensed business organization occurred since the application for any current license was signed and filed? ( ) No ( ) Yes; If yes, explain below:

Name of Defendant	Connection to Business	Crime or Offense Disposition of Case
_____	_____	_____
_____	_____	_____
_____	_____	_____

## FEE CHART FOR MASTER FILE STATUS LICENSEES FOR NEW LICENSED LOCATIONS

The fees below are to be calculated by the number of months remaining until the Expiration Date of the Master File Serial Number/License. If the application is submitted prior to the 15<sup>th</sup> of a month, the entire month must be paid for. If the application is submitted on or after the 15<sup>th</sup> of the month, the calculations begin at the beginning of the next month.

The total fee due is reflected in the chart below, including both the license fee and filing fee.

Number of Months Remaining on Master File Serial Number/License	Grocery/Drug Store Chain; Beer Only License In \$	Grocery/Drug Store Chain; Beer & Wine Products License In \$
1	\$118.33	\$129.33
2	\$136.67	\$158.67
3	\$155.00	\$188.00
4	\$173.33	\$217.33
5	\$191.67	\$246.67
6	\$210.00	\$276.00
7	\$228.33	\$305.33
8	\$246.67	\$334.67
9	\$265.00	\$364.00
10	\$283.33	\$393.33
11	\$301.67	\$422.67
12	\$320.00	\$452.00
13	\$338.33	\$481.33
14	\$356.67	\$510.67
15	\$375.00	\$540.00
16	\$393.33	\$569.33
17	\$411.67	\$598.67
18	\$430.00	\$628.00
19	\$448.33	\$657.33
20	\$466.67	\$686.67
21	\$485.00	\$716.00
22	\$503.33	\$745.33
23	\$521.67	\$774.67
24	\$540.00	\$804.00
25	\$558.33	\$833.33
26	\$576.67	\$862.67
27	\$595.00	\$892.00
28	\$613.33	\$921.33
29	\$631.67	\$950.67
30	\$650.00	\$980.00
31	\$668.33	\$1,009.33
32	\$686.67	\$1,038.67
33	\$705.00	\$1,068.00
34	\$723.33	\$1,097.33
35	\$741.67	\$1,126.67
36	\$760.00	\$1,156.00