

## SALE - CHANGE OF OWNERSHIP PROCESS

### **DBHDS Licenses are not transferable:**

- New applicant submit a new application including a clear service description
- New applicant submit evidence of “Sale” of business
- New applicant submit current financial statements
- New applicant submit new State Corporation Certificate (SCC)
- New applicant is assigned a new organization (OLIS) number. Non-Licensed Applicants maintain the same queue number on the waitlist.
- New applicant begins with a Conditional License under new ownership
- New applicant must notify and request Human Rights affiliation under new ownership (Deborah Lochart, Director of HR- (804-786-2008). This is N/A to non-licensed providers.

**May use the same of these things below: (if not changing company name, but must inform the Office of Licensing in writing if they will use the same)**

- Staff (submit new staffing plan if not using same staff)
- Policies and procedures
  - New Provider must indicate in writing the use of same Staff and Policies and Procedures (P&Ps) when submitting the new application

**New applicant must know that clients have a right to choose another provider as clients do not automatically come with the sale of the business.**

*Licensing will need a minimum of 30 days for processing of a new license. Non-Licensed providers will remain in queue with the number on the waitlist.*

**\* Please contact your assigned Licensing Specialist for more information.**