



# Change of Ownership Buyer/Seller Affidavit

This form is for the sale/transfer/conveyance of ownership of a Child Care Learning Center. This form must be completed by both the buyer and seller. **This form must be notarized.**

All operational functions of \_\_\_\_\_ Facility Name (as shown on existing license) CCLC- \_\_\_\_\_, (number on existing license) were sold/transferred on \_\_\_\_\_ **OR** will sell/transfer on: \_\_\_\_\_.

*Please note that the seller retains ultimate responsibility for the program until the sale of the business is final and the permit has been issued to the new owner by the Applicant Services Unit. Once a permit is issued the buyer assumes responsibility for the program.*

Is the current owner changing the type of ownership? (example – Individual owner to LLC) **YES** or **NO** (If yes, the Buyer information should be the new ownership type information.)

**Buyer:**

Name of Owner (as it appears on the Georgia Secretary of State Certification of Formation)		
Facility Name (Doing Business as Name)		
Name – Authorized Representative (Print or Type)	Signature – Authorized Representative	Date

**Seller:**

Name of Seller (as it appears on existing license)		
Name – Authorized Representative (Print or Type)	Signature – Authorized Representative	Date

**Affirmation - Seller**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is(are) subscribed to the foregoing instrument and who being duly sworn by me, state(s) that the above and foregoing information supplied in this instrument is complete, true and correct.

Subscribed and sworn before me, \_\_\_\_\_, a notary public for this state on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(Notary Seal)

\_\_\_\_\_  
Notary Public

**Affirmation - Buyer**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is(are) subscribed to the foregoing instrument and who being duly sworn by me, state(s) that the above and foregoing information supplied in this instrument is complete, true and correct. \_\_\_\_\_

Subscribed and sworn before me, \_\_\_\_\_, a notary public for this state on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(Notary Seal)

\_\_\_\_\_  
Notary Public

Please note: A change in ownership requires the new owner of the current program to comply with current fire safety, health, zoning, building codes and state childcare rules, regulation and requirements.