



## Office of the City Clerk

500 East Third Street, Suite 230 • Loveland, Colorado 80537

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[www.cityofloveland.org](http://www.cityofloveland.org)

### LIMITED LIABILITY COMPANY AND CORPORATE REPORT OF CHANGES

#### Change of Company/Corporate Structure – CRS 12-47-307 (b) (II)

- Complete DR8177 for changes that don't include a change of FEIN or State Sales Tax Number.
- Attach a certificate of Good Corporate Standing from Secretary of State's Office.
- For **each new** officer, director, member and/or stockholder, complete an Individual History record form DR8404-I.
- \$38.50 money order or certified check payable to CBI (Colorado Bureau of Investigation) must accompany **each** set of fingerprints provided for the President and/or Manager only. Prints Cards may be made at the Loveland Police Department, 810 East 10<sup>th</sup> Street. Please call **970-962-2052 extension 1020** to make an appointment.
- Copy of corporate Minutes listing changes.
- \$100 check to "City of Loveland" for **each new** person listed in Sections 8 and 9 on the application.

A transfer of ownership application may be required if the change totals 100%.

**If you need further information, please contact the City Clerk's Office at 970-962-2324 or 970-962-2000.**