

BINGO APPLICATION

REQUIRED ATTACHMENTS – Pay special attention to this list of attachments.

Class A Checklist:

- (a) Evidence the organization has been in existence **three (3) years** prior to the date of this application.
- (b) If the applicant is a **corporation**, evidence the corporation is in good standing.
- (c) If the applicant is **unincorporated**, a statement of the applicant's non-profit purpose and a copy of the applicant's constitution and by-laws.
- (d) If the applicant is a **partnership**, a copy of the executed partnership instrument.
- (e) If the organization has a **higher or lower** chapter, branch, lodge, agency, or unit, provide it's name, address and telephone number.
- (f) **If the organization plays bingo at premises it does not own**, a copy of the lease or rental agreement Showing a term of at least one (1) year.
- (g) If the applicant is a charity or authorized organization, a copy of the applicant's **Internal Revenue Service** Section 501C or Section 528 exemption letter.
- (h) **A copy of all bank statements** for the account into which all proceeds from conducting bingo were deposited, for the 12 months prior to submission of this application.
- (i) **A copy of each monthly bingo/instant bingo financial report** for the previous 12 months that corresponds with the bank statement copies.

Class B Checklist:

- (a) If the applicant is a **corporation**, evidence the corporation is in good standing and include the articles of incorporation including all amendments and the charter from the Department of State.
- (b) If the applicant is an **unincorporated** organization, a copy of the constitution and by-laws.
- (c) If the applicant is a **partnership**, a copy of the executed partnership instrument.
- (d) If the applicant is **not the owner** of the premises to be used for the conduct of bingo, evidence that the premises are leased by the applicant for a period of one (1) year, including a copy of the executed lease, sublease, assignment, or rental agreement for the premises.
- (e) **A copy of the lease** with each Class A license holder conducting bingo at the premises **and a schedule** showing days of the week and time of play of each Class A license holder.
- (f) **A copy of all bank statements** for the account into which all proceeds from the leasing of the premises for bingo were deposited, for the 12 months prior to submission of this application.