Department of Aging

Older Adult Daily Living Centers Change of Ownership Checklist

The following list includes the information that must be submitted in the event ownership of the center changes.

☐ Application for License (AGL 02) submitted prior to confirming the bill of sale, per §11.270, at least 60 days in advance of the change.

☐ Application Fee made payable to the Commonwealth of Pennsylvania. Fee amounts are cited in §11.252.

☐ Bill of Sale or other written verification confirming the transaction.

☐ Verification of For-Profit or Non-Profit Status If the legal entity is for-profit and wishes to name the center something other than the owner’s or corporation’s name, a copy of the Department of State’s approved fictitious name document must be submitted. The Registration of Fictitious Name and Amendment of Fictitious Name applications are available on the Department of State website. If the legal entity is non-profit, a copy of the Department of Treasury’s approval letter of non-profit § 501(c)(3) status must be included.

☐ Articles of Incorporation

☐ Personal and Professional Liability Insurance – for new center owner.

☐ Criminal History Background Check (as required per the Older Adult Protective Services Act) – State police background check for new owner(s) is required. In addition, if the new owner(s) have not been a resident of PA for the last 2 years, an FBI background check is required.

IMPORTANT: This checklist is a general guideline. The Department may ask for additional information.