

# Buying/Selling An Outfitter Business



# Goals For This Session

- To understand the basic buy/sell process.
- How to make the process more efficient

## Purpose

- Buyer/Seller efficiency is key = to agency efficiency in licensing the buyer
- Where to begin
- What are the Myths
- How long should the process take
- Speeding up the application process
- Who should fill out the application
- What slows down or stops the application process



# How Long Should The Application Process Take?

- *The review process should not take more than 10 days once the application is complete and there are no issues.*
- *If the buyer, seller and permit administrators work together, the application process should not take more than 30 days.*
- If the buyer and seller applications are sent in complete, and the exam has been passed.
- We have the Final OG-6 from the Land Manager stating that they will issue a permit once we have issued a license.
- The seller has provided the use reports for the area being sold, relinquishment form for a complete sale and/or the completed amendment application.
- Bond, General and Vehicle Liabilities have been accepted.



# Where Do I Begin?

## Take Time To Read The **Manual!!**

**USER MANUAL**

**FOR**

**BUYING AND SELLING AN OUTFITTER BUSINESS**

*INCLUDING*

*PROCESSES FOR MAJOR AMENDMENTS OR NEW OUTFITTER APPLICATIONS DEALING WITH THE PURCHASE OR SALE OF AN OUTFITTER BUSINESS*



**STATE OF IDAHO**

**OUTFITTERS & GUIDES**



In cooperation with United States Forest Service and Bureau of Land Management

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# This is the Beginning OG-21

## Applicant's Letter of Intent Form

(Check one option below)

Is this a minor amendment to an outfitter or DA license?  
 Is this a new application not involving a sale?  
 Is this a major amendment not involving a sale?  
 Is this a major amendment involving a designated agent?  
 Is this a complete sale of the entire business?  
 Is this a major amendment involving a partial sale of an outfitter business?  
 Is this a temporary authorization request? (specify for what) \_\_\_\_\_

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Date Letter Submitted by Applicant:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

<b>APPLICANT OR SELLER</b>	Applicant or Outfitter Initiating Action:		License # (if applicable)
	Contact Name:	Primary Phone #	Secondary Phone #
	Mailing Address:	Email Address:	
	Signature of DA, Licensed Outfitter or Applicant:		Date of Signature: ____/____/____

<b>BUYER (IF APPLICABLE)</b>	Name of Buyer:		License # (if applicable)
	Contact Name:	Primary Phone #	Secondary Phone #
	Mailing Address:	Email Address:	
	Signature of Buyer:		Date of Signature: ____/____/____

<b>Land Manager(s) involved</b>	<b>#1</b>	Name - Land Management Agency or Land Owner:	
		Contact Name:	Primary Phone # Secondary Phone #
		Mailing Address:	Email Address:
		Public Agency? Yes ___ No ___	

<b>Land Manager(s) involved</b>	<b>#2</b>	Name - Land Management Agency or Land Owner:	
		Contact Name:	Primary Phone # Secondary Phone #
		Mailing Address:	Email Address:
		Public Agency? Yes ___ No ___	

Please explain what is being proposed:

Which Licensed Operating Areas are included in this request? # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

The aforementioned Licensed Operating Areas are located in IDFG Units? # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Are there Allocated Tags Involved? Yes \_\_\_ No \_\_\_ (if so, how many)? #A Tags \_\_\_\_\_ #B Tags \_\_\_\_\_

What Lakes, Reservoirs or River Sections are involved, if any? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

List the activities associated with the business? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

How many use days are being requested? \_\_\_\_\_



# Letter of Instruction to Buyer/Seller

- IOGLB responds to the OG-21 by providing buyer and seller **instructional letters detailing the complete application process.**
- The federal agencies will receive a copy of the letters.
- **See hand out**



# Tips On Making The Application Process Move Quickly

- The seller must realize the buyer will have to be able to complete and finalize the application process. (Don't start the application process unless you are ready to follow through)
- The seller should discuss any criminal activity with the buyer due to background checks.
- The seller should go to the State Idaho Repository ([www.idcourts.us/repository](http://www.idcourts.us/repository)) website to check for criminal activities. Keep in mind this will only show Idaho convictions.



# Tips On Making The Application Process Move Quickly

- The seller needs to assist the buyer throughout the application process. (*Very important*)
- This includes, but is not limited to, meeting with the permit administrators and/or private land owners early on in the process.
- Joint meetings with permit administrators, buyer, seller and IOGLB.
- IOGLB will participate through conference calls.



# Tips On Making The Application Process Move Quickly

## Things to accomplish during the initial meeting or phone conference call.

- Buyer and Seller verifying that the operating areas, licensed activities and permits are all in sync with each other.



# Tips On Making The Application Process Move Quickly

Buyer and Seller are encouraged to send in complete application(s) AFTER the initial meeting with all the agencies involved.



# Tips On Making The Application Process Move Quickly

- Submitting proper maps are critical to a complete application.
- See example of map.



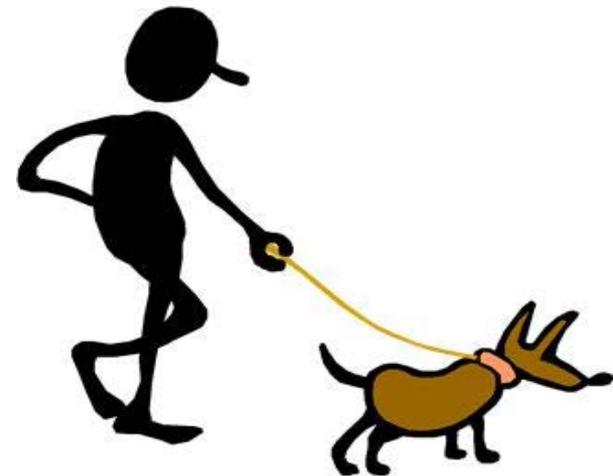
# Who Should Fill Out The Application

*THE INDIVIDUAL BUYING THE BUSINESS*

*THE SELLER SELLING THE BUSINESS*

Not recommended are girlfriends, boyfriends, office help, attorney's, wives, husbands or some kid off the street

walking his dog. 😊



# What Slows Down Or Stops The Application Process

An incomplete application.



# What Slows Down Or Stops The Application Process

Sale of a business where there are no longer valid permits. (don't even try this one)!!!



# What Slows Down Or Stops The Application Process

Waiting for the final OG-6 Land Manager Sign Off (LMS)

Multiple Land Managers

TIP: Babysit this process to enhance efficiency



# What Slows Down Or Stops The Application Process

Partial sale of an existing business between two outfitters each involving several permit administrators.



# What Slows Down Or Stops The Application Process

Maps are not properly submitted.

*(Google maps, maps printed from a computer are not valid maps. Forest Service, BLM or Department of Lands maps are valid)*



# What Slows Down Or Stops The Application Process



The application is not legible.

# What Slows Down Or Stops The Application Process

The buyer can't pass the outfitter exam.



# What Slows Down Or Stops The Application Process

The applicant is on probation with the Board.



# What Slows Down Or Stops The Application Process

The buyer has had a felony and it was not reported on the application.



# What Slows Down Or Stops The Application Process



The seller not assisting the buyer in the application process.

# What Slows Down Or Stops The Application Process



The applicant changes names or has several different names on corresponding application materials. *(For example name listed different on Secretary of State filing, outfitter application, land manager statement, bond and insurance)*

# What Slows Down Or Stops The Application Process



**The application is sent in piece by piece!!!!.**

# MYTHS

- The licensing staff will fill out my paperwork and do my research.
- If I have a felony I don't have to appear before the Board.
- Someone else can fill out my paperwork and mark the questions incorrectly but it's ok.
- I can send the application in piece by piece and it will get approved really quick.



# Did You Know!!!!!!!

- Per IDAPA Rule 25.01.01.064, the Executive Director can and does approve buy/sell applications 98% of the time.

# Final Step To The Application Process

- The Executive Director will review the application. If it has been submitted clearly and without any question he will fill out a letter of Intended Action. This will be sent to the Land Manager(s).



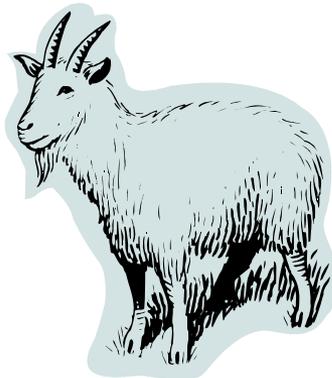
# Not all applications are approved by the Executive Director

If there are any questions, or there have been any criminal actions by the applicant, the Executive Director will defer the application to the Board for their review.



# Licensing

If the Executive Director determines that there are no issues with the applications, he will approve the application(s) and send them to licensing to be issued.



# Final Approval

- The application will be placed on the Consent Agenda for final approval at the next Board Meeting.



# SUMMARY

- The seller assists the buyer in the application process
- The buyer and seller meet with the permit administrator(s)
- The application should not be sent in piece by piece
- The total process should not take more than 10 days once the application is completed

