



Summary of Tenancy Rights Form

SECTION A – Does this form need to be completed?

To help you determine if this form needs to be completed, consider the following example.

ABC, Inc. is the liquor permit applicant and Jane Doe is the sole shareholder. Assume Jane owns the real property in their individual name. In this fact pattern, because the real property is NOT owned by/in the name of ABC, Inc., rather it is in Jane's name, then ABC, Inc., MUST complete this tenancy form showing that Jane leased the property to ABC, Inc.

* Is the real property (i.e., building/land) at the location where the liquor permit will be issued in the exact same name as listed on the liquor permit application?

☐ YES – **STOP**, do NOT complete this form. Make sure you stated that you OWN the property on your permit application.

☐ NO – Complete this form and submit it with your application.

SECTION B – Permit Applicant Tenant Information

* Applicant Name (MUST exactly match name on permit application):

* Permit # (if available):

* Permit Premises Address:

* City/Twp:

* Zip Code:

* SECTION C – Owner/Landlord/Sublessor Signature and Acknowledgement

As the real property owner/landlord/sublessor, I consent to leasing/subletting the below-listed location during the dates specified to the applicant named in Section B.

Start Date: _____ End Date: _____
(Month, Day, Year) (Month, Day, Year)

(Real Property Owner Signature, including electronic)

(Printed Name)

(Date)

(Business Name of Real Property Owner per County Auditor)

(Email Contact)

Subletter/Assignor Signature Acknowledgement (when applicable)

(Subletter/Assignor Signature, including electronic)

(Printed Name)

(Date)

(Business Name of Real Property Owner per County Auditor)

(Email Contact)

Submit the application, fees, and required forms to:
Ohio Department of Commerce – Division of Liquor Control
c/o Licensing New & Transfer Section
6606 Tussing Road
Reynoldsburg, OH 43068-9005

Questions? Go to com.ohio.gov/ineedhelp
Email liquordocs@com.ohio.gov
Call (614) 644-2360
Office Hours: 8:00 a.m. - 5:00 p.m. EST
Sign-up to stay informed at com.ohio.gov/stayinformed

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