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# How to Complete Your Ohio Memorandum of Lease

Memorandum of Lease (R.C. 5301.255)

**INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.**

**About this form.** An Ohio memorandum of lease is a short, recordable notice that a lease exists, protecting a tenant's long-term lease, renewal, or purchase rights against later buyers and lenders.

1. **Parties, lease, and property (Pages 1–2)**
   Enter the parties, term, rights, and legal description.
2. **Both sign before a notary (Page 3)**
   Bring a current, government-issued photo ID.

## After It's Signed

- Record the original with the county recorder of the county where the property is located.

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**Have questions about this document?** To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Attorneys licensed in California, Nevada, and other states.

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# MEMORANDUM OF LEASE

(Ohio Revised Code 5301.255)

Landlord (lessor) Address

Tenant (lessee) Address

Date of lease Term begins Term ends

**Tenant’s rights (check all that apply):**

Option(s) to renew:

Describe

Option to purchase

Right of first refusal



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the following REAL PROPERTY situated in the

City / Village / Township of
State of Ohio:

County of

Legal description (attach Exhibit A if more space is needed)

Permanent parcel number

Property address

Prior Instrument Reference: Instrument No. (or Volume and Page), County Recorder’s records

This memorandum is signed for recording only, to give notice of the lease. It does not modify the lease, which controls if they conflict.



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X _____

Landlord

X _____

Tenant

Printed name

Printed name

**NOTARY ACKNOWLEDGMENT**

**STATE OF OHIO** )
) **ss.**
**COUNTY OF** _____ )

The foregoing instrument was acknowledged before me on

(date) _____ by (name of landlord and tenant (or their representatives))

*This is an acknowledgment certificate. No oath or affirmation was administered to the signer with regard to the notarial act.*

X _____

Notary Public

_____

Notary's printed name

(Notary seal)

My commission expires

This instrument was prepared by (name and address)



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