



# Location Packet for Reporting Changes for Retailers

L-LRC (6/2012)

**The Location Packet for Reporting Changes for Retailers is to be used to report any changes to your current location or reinstate. You must complete this packet for any changes you are reporting. If you have a change of location address, or reinstatement, you will need to complete this entire packet and the Prequalification Packet for Location Address Change/Reinstatement.**

**If adding a subordinate permit/license please submit correct fees. See fee chart on [www.tabc.state.tx.us](http://www.tabc.state.tx.us).**

1. Current License/Permit No.
2. Trade Name of Location as on Current License/Permit
3. Location Address as on Current License/Permit
4. Owner of Business as on Current License/Permit
5. Federal Employer Identification No. (FEIN)

## INITIAL INFORMATION

6. Have there been any changes in the ownership or structure of the business since the last application was filed?  Yes  No

If **“YES,”** complete the **Business Packet for Reporting Changes (L-BRC)**.

## INDICATE ALL CHANGES YOU ARE REPORTING WITH THIS APPLICATION

Please mark all that apply.

For new location address, or reinstatement, you **MUST** complete this entire packet. All other changes **complete only the section that applies**, and then proceed to the Warning and Signature section.

If adding a Local Cartage Permit (E) attach **Local Cartage (L-E)**.

Only update information you want changed.

7. <input type="checkbox"/> New Trade Name of Location											
8. <input type="checkbox"/> New Mailing Address	City	State	Zip Code								
9. <input type="checkbox"/> Add Subordinate <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> <b>PE</b> Beverage Cartage Permit</td> <td><input type="checkbox"/> <b>LP</b> Local Distributor's Permit</td> </tr> <tr> <td><input type="checkbox"/> <b>CB</b> Caterer's Permit</td> <td><input type="checkbox"/> <b>PS</b> Package Store Tasting Permit</td> </tr> <tr> <td><input type="checkbox"/> <b>FB</b> Food and Beverage Certificate</td> <td><input type="checkbox"/> <b>MI</b> Minibar Permit</td> </tr> <tr> <td><input type="checkbox"/> <b>E</b> Local Cartage Permit</td> <td><input type="checkbox"/> <b>BP</b> Brewpub License</td> </tr> </table>				<input type="checkbox"/> <b>PE</b> Beverage Cartage Permit	<input type="checkbox"/> <b>LP</b> Local Distributor's Permit	<input type="checkbox"/> <b>CB</b> Caterer's Permit	<input type="checkbox"/> <b>PS</b> Package Store Tasting Permit	<input type="checkbox"/> <b>FB</b> Food and Beverage Certificate	<input type="checkbox"/> <b>MI</b> Minibar Permit	<input type="checkbox"/> <b>E</b> Local Cartage Permit	<input type="checkbox"/> <b>BP</b> Brewpub License
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10. <input type="checkbox"/> New Location Address as on your Prequalification Packet for Location Address Change/Reinstatement											
11. <input type="checkbox"/> Reinstatement Address as on your Prequalification Packet for Location Address Change/Reinstatement											

## LOCATION ADDRESS SALES INFORMATION

12. Provide the sales data for the last year of operation or projected annual sales at the proposed licensed premises:

Alcoholic Beverage Sales \$ \_\_\_\_\_

Food Sales \$ \_\_\_\_\_

Other Sales \$ \_\_\_\_\_

Total Sales \$ \_\_\_\_\_

13. Is the proposed location in a hotel or motel?  Yes  No

14. Will the license or permit embrace the entire building and grounds at the address shown?  Yes  No  
If "NO," attach the required diagram.

## LOCATION ADDRESS INFORMATION FOR OWNERSHIP/LEASE/SUBLEASE/MANAGEMENT INFORMATION

15. Does the applicant own the land and building at this proposed licensed location?  Yes  No  
If "NO," please complete **Owner of Property (L-OP)** and attach copy of your lease.

**NOTE:** Be prepared to provide additional information (such as a copy of your lease) if requested.

16. If operating under a lease at this location, indicate:

Expiration date(s)/Options \_\_\_\_\_

Monthly rental amount \$ \_\_\_\_\_

Other fees and payments to landlord \_\_\_\_\_

17. Are you operating under any concession, service or management agreement(s) that contain terms for services or management beyond property rental?  Yes  No

If "YES," complete **Sublessor (L-SL)**, indicate the following, and attach copy of agreement(s):

Expiration date(s)/Options \_\_\_\_\_

Monthly fee \$ \_\_\_\_\_

If you have a sublessor that differs from the management company enter sublessor name below **and** complete Form L-SL.

Sublessor Name \_\_\_\_\_

18. Are there any agreements, excluding the above, which require payment by the applicant in a dollar figure or percentage of gross or net income of the business?  Yes  No

If "YES," attach a copy of agreement.

19. Do you share the premises with another business entity?  Yes  No

If "YES," indicate the tradename(s) of business(es) and sales and use tax number(s) for other business(es):

Trade Name \_\_\_\_\_

Sales & Use Tax Number \_\_\_\_\_

20. Do you or anyone else at the location operate under a franchise agreement?  Yes  No

If "YES," you **MUST** have exclusive control of all phases of the purchase, sale, and service of alcoholic beverages.

## LOCATION ADDRESS FINANCE INFORMATION

**21.** What is the amount of total investment from all sources for this location? \$ \_\_\_\_\_  
Please be prepared to provide copies of all documents related to the financing of this location.

**22.** List any person, firm, or corporation that has advanced or will advance any money, that holds any mortgage or encumbrances against the assets of the proposed business location, or that has signed or co-signed, guaranteed or financially assisted this business location for which you are seeking a license/permit. If a partnership or corporation, list entity along with partners/officers.

**(If more space is needed, attach additional page.)**

SSN or FEIN - -	Issuing State/DL No.	Date of Birth (mm/dd/yyyy) / /	Amount \$
Name, Corporation, Partner/Officer		Terms	
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**LOCATION ADDRESS MEASUREMENT INFORMATION**

**23.** Making measurements from the door where the public enters your establishment to the nearest property line of a private/public school, will this location be within 1,000 feet of a private/public school?  
 Yes  No  
 If “**YES**,” give written notice of this application to the school officials and attach a copy of the notice to this application.

**24.** Is any property line of your premises within 300 feet of a residential address or established neighborhood association?  Yes  No  
 If “**YES**,” and if you are applying for an On-Premise License/Permit, and if a Food and Beverage Certificate is not applied for, notify each residential address and established neighborhood association. Attach a list of all addresses notified with a copy of the completed notice.  
**NOTE:** Sample notice is located in the Application Guidelines.

**ON-PREMISE LICENSES AND PERMITS ONLY  
 MEASUREMENT INFORMATION FOR APPLICANTS IN MUNICIPALITIES WITH A POPULATION OF  
 1,500,000 OR MORE ACCORDING TO THE LAST FEDERAL CENSUS**

**25.** Will your business be located within 300 feet of residence, church, school, day care or social service facility when measuring in a straight line from the nearest point of the property line of the proposed location to the nearest point of the property line of any of these facilities?  Yes  No  
 If “**YES**,” is 75% or more of the applicant’s actual or anticipated gross revenue from the sale of alcoholic beverages?  Yes  No  
 If answers to both of the above are “**YES**,” have you notified all tenants or property owners within five days of filing the original application that an application has been filed?  Yes  No

**WARNING AND  
 SIGNATURE**

**If Applicant Is/Must Sign**

Individual/Individual Owner	Corporation/Officer
Partnership/Partner	Limited Liability Company/ Officer or Manager
Limited Partnership/General Partner	

**EACH LICENSEE OR PERMITTEE SHALL HAVE EXCLUSIVE OCCUPANCY AND CONTROL OF THE ENTIRE LICENSED LOCATION WITH RESPECT TO SALE OF ALCOHOLIC BEVERAGES. ANY ARRANGEMENT THAT SURRENDERS SUCH CONTROL OF THE EMPLOYEES, PREMISES OR BUSINESS, INCLUDING PROFITS AND LOSSES, TO PERSONS OTHER THAN THE LICENSEE OR PERMITTEE IS UNLAWFUL.**

**WARNING:** Section 101.69 of the Texas Alcoholic Beverage Code states: “...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the penitentiary for not less than 2 nor more than 10 years.”

**BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.**

PRINT NAME \_\_\_\_\_ SIGN HERE \_\_\_\_\_  
 TITLE \_\_\_\_\_

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN HERE \_\_\_\_\_  
 NOTARY PUBLIC

**S E A L**