



## Lease Application/Assignment Form

**Directions:**

1. Please submit this application form to the City Manager's Office, 491 Pioneer Avenue, Homer, AK, 99603.
2. Please answer all questions on this form, or put "N/A" in the space if it is non-applicable.
3. Please include all applicable fees in the form of a check, made payable to the City of Homer.

Applicant Name:	
Business Name:	
Social Security Number:	
Mailing Address:	
City, State, ZIP code:	
Business Telephone No.	
Representative's Name:	
Mailing Address:	
City, State, ZIP code:	
Business Telephone No.	
Property Location:	
Legal Description:	
Type of Business to be placed on property:	
Duration of Lease requested:	
Options to re-new:	

**The following materials must be submitted when applying for a lease of  
City of Homer real property**

1.	<b>Plot Plan</b>	<p><u>A drawing of the proposed leased property showing:</u></p> <p><input type="checkbox"/> Size of lot - dimensions and total square footage (to scale)</p> <p><input type="checkbox"/> Placement and size of buildings, storage units, miscellaneous structures planned (to scale).</p> <p><input type="checkbox"/> Water and sewer lines – location of septic tanks, if needed.</p> <p><input type="checkbox"/> Parking spaces – numbered on the drawing with a total number indicated</p>																				
2.	<b>Development Plan</b>	<p><input type="checkbox"/> <u>List the time schedule from project initiation to project completion, including major project milestones.</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 50%;">Dates</th> <th style="text-align: left; width: 50%;">Tasks</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p>For each building, indicate:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 60%;">Building Use</th> <th style="text-align: left; width: 40%;">Dimensions and square footage</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Dates	Tasks	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Building Use	Dimensions and square footage	_____	_____	_____	_____	_____	_____
Dates	Tasks																					
_____	_____																					
_____	_____																					
_____	_____																					
_____	_____																					
_____	_____																					
Building Use	Dimensions and square footage																					
_____	_____																					
_____	_____																					
_____	_____																					
3.	<b>Insurance</b>	<p><input type="checkbox"/> Attach a statement of proof of insurability of lessee for a minimum liability insurance for combined single limits of \$1,000,000 showing the City of Homer as co-insured. Additional insurance limits may be required due to the nature of the business, lease or exposure. Environmental insurance may be required. If subleases are involved, include appropriate certificates of insurance.</p>																				
4.	<b>Subleases</b>	<p><input type="checkbox"/> Please indicate and provide a detailed explanation of any plans that you may have for subleasing the property. The City of Homer will generally require payment of 25% of proceeds paid Lessee by subtenants. Refer to chapter 13 of the Property Management Policy and Procedures manual.</p>																				
5.	<b>Health Requirements</b>	<p><input type="checkbox"/> Attach a statement documenting that the plans for the proposed waste disposal system, and for any other necessary health requirements, have been submitted to the State Department of Environmental Conservation for approval. Granting of this lease shall be contingent upon the lessee obtaining all necessary approvals from the State DEC.</p>																				

6.	<b>Agency Approval</b>	<input type="checkbox"/> Attach statement(s) of proof that your plans have been inspected and approved by any agency which may have jurisdiction of the project; i.e. Fire Marshall, Army Corps of Engineers, EPA, etc. The granting of this lease shall be contingent upon lessee obtaining approval, necessary permits, and/or inspection statements from all appropriate State and/or Federal agencies.
7.	<b>Fees</b>	<p><u>All applicable fees must be submitted prior to the preparation and/or execution of a lease.</u></p> <p><input checked="" type="checkbox"/> <b>Application fee - \$30.00.</b> Covers costs associated with processing the application. <i>Please make check payable to the City of Homer.</i></p> <p><input type="checkbox"/> <b>Lease fee - \$300.00.</b> Covers the costs of preparing and processing the actual lease.</p> <p><input checked="" type="checkbox"/> <b>Assignment fee - \$250.00.</b> Covers the costs of preparing and processing the lease transfer. <i>Please make check payable to the City of Homer.</i></p>
8.	<b>Financial Data</b>	<p><u>Please indicate lessee's type of business entity:</u></p> <p><input type="checkbox"/> Sole or individual proprietorship.</p> <p><input type="checkbox"/> Partnership.</p> <p><input type="checkbox"/> Corporation.</p> <p><input type="checkbox"/> Other – Please explain: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> <b>Financial Statement</b> – <u>Please attach a financial statement showing the ability of the lessee to meet the required financial obligations.</u></p> <p><input type="checkbox"/> <b>Surety Information</b> – Has any surety or bonding company ever been required to perform upon your default or the default of any of the principals in you organization holding more than a 10% interest  <input type="checkbox"/> No    <input type="checkbox"/> Yes. If yes, please attach a statement naming the surety or bonding company, date and amount of bond, and the circumstances surrounding the default or performance.</p> <p><input type="checkbox"/> <b>Bankruptcy information</b> - Have you or any of the principals of your organization holding more than a 10% interest ever been declared bankrupt or are presently a debtor in a bankruptcy action?  <input type="checkbox"/> No    <input type="checkbox"/> Yes. If yes, please attach a statement indicating state, date, Court having jurisdiction, case number and to amount of assets and debt.</p> <p><input type="checkbox"/> <b>Pending Litigation</b> – Are you or any of the principals of your organization holding more than a 10% interest presently a party to any pending litigation?  <input type="checkbox"/> No    <input type="checkbox"/> Yes. If yes, please attach detailed information as to each claim, cause of action, lien, judgment including dates and case numbers.</p>

9.	<b>Partnership Statement</b>	<input type="checkbox"/> <u>If the applicant is a partnership, please provide the following:</u> <b>Date of organization:</b> _____ <b>Type:</b> <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <b>Statement of Partnership Recorded?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Where _____ When _____ <b>Has partnership done business in Alaska?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Where _____ When _____ <b>Name, address, and partnership share. If partner is a corporation, please complete corporation statement.</b>  <i>Please attach a copy of your partnership agreement.</i>
----	------------------------------	--

10.	<b>Corporation Statement</b>	<input type="checkbox"/> <u>If the applicant is a corporation, please provide the following:</u> <b>Date of Incorporation:</b> _____ <b>State of Incorporation:</b> _____ <b>Is the Corporation authorized to do business in Alaska?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes. Is so, as of what Date? _____ <b>Corporation is held?</b> <input type="checkbox"/> Publicly <input type="checkbox"/> Privately If publicly held, how and where _____ is _____ the _____ stock _____ traded? _____ <b>Officers &amp; Principal Stockholders [10%+]:</b> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> <th><u>Address</u></th> <th><u>Share</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <input type="checkbox"/> <b>Please furnish a copy of Articles of Incorporation and By-laws.</b> <b>Please furnish name and title of officer authorized by Articles and/or By-laws to execute contracts and other corporate commitments.</b> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Share</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>Name</u>	<u>Title</u>	_____	_____	_____	_____	_____	_____	_____	_____
<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Share</u>																													
_____	_____	_____	_____																													
_____	_____	_____	_____																													
_____	_____	_____	_____																													
_____	_____	_____	_____																													
<u>Name</u>	<u>Title</u>																															
_____	_____																															
_____	_____																															
_____	_____																															
_____	_____																															

**11. Applicant References**

Please list four persons or firms with whom the Applicant or its owners have conducted business transactions with during the past three years. Two references named shall have knowledge of your financial management history, of which at least one must be your principal financial institution. Two of the references must have knowledge of your business expertise.

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Nature of business association with Applicant:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Nature of business association with Applicant:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Nature of business association with Applicant:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Nature of business association with Applicant:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true and correct to the best of my knowledge.

**Signature:**

**Date:**

\_\_\_\_\_