CITY OF HOMER
AIRPORT TERMINAL LEASE APPLICATION FORM

Please type or print clearly and answer all the questions on this form, or put N/A (not applicable) in the spaces provided. Submit this application form to citymanager@cityofhomer-ak.gov or to City of Homer, Attn: City Manager's Office, 491 E. Pioneer Ave, Homer, AK 99603.

Applicant:_____

Address:_____

Telephone/Cell Phone: _____

Email address:_____

Representative Name (if applicable):_____

Address:_____

Telephone/E-mail Address:_____

Property Location: **Homer Airport Terminal** Space Number(s)_____

Type of business to be placed on the property:_____

Duration of lease requested: _____
(Length of lease can only be granted until March 30, 2023)

Lease Rate**:** _____

Special lease
requirements:_____

Number of employees anticipated: ____

Number of parking spaces requested: _____

Submitted materials attached- The following submitted materials must be submitted when applying for a lease on City land:

1. Lease Space Plan - a drawing of the proposed lease space showing the following:

a. Square footage:_____
b. How space is used. Remodel needs. _____

Dates	Tasks
_____	_____
_____	_____

2. Insurance - Proof of insurability will be required upon signing of lease.

3. Health requirements (Snack Concession) – Attach a statement documenting that the plan for the proposed waste disposal system, and for any other necessary health requirements, have been submitted to the State Department of Environmental Conservation (DEC) for approval. Note: Granting of this lease shall be contingent upon the potential lessee obtaining said approval from the DEC.

4. Fees- All applicable fees must be submitted upon execution of lease.

    a. Lease fee ($300.00). Make check payable to City of Homer.
    b. Lease fee ($75.00). Make check payable to State of Alaska. Covers the cost of sublease fee for State of Alaska.

5. Financial Data - The applicant is a:

Sole proprietorship_____ Partnership_____ Corporation_____
Other (please explain)_____

a. Financial Statement - Attach a statement showing proof of ability of the potential lessee to meet the required financial obligations.

b. Surety Information - Has any surety or bonding company ever been required to perform upon your default or the default of any of the principals in your organization holding more than a ten percent interest?_____

If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default or performance.

c. Bankruptcy Information - Have you or any of the principals in your organization holding more than a ten percent interest ever been declared bankrupt or are presently a debtor in a bankruptcy action?_____

If yes, state date, court jurisdiction, amount of liabilities, and amount of assets
_____
_____
_____

d. Pending Litigation - Are you or any of the principals of your organization holding more than a 10% interest presently party to any pending litigation?_____

If yes, provide detailed information for each claim, lien or judgment.

6. Partnership Statement - If applicant is a partnership, answer the following:

a. Date of organization _____
b. General partnership ( ) Limited partnership ( )
c. Statement of partnership recorded? yes ( ) no ( )
Where _____

d. Has the partnership done business in Alaska?_____
When_____
Where_____
e. Name, address and partnership share of each general and limited partner. If a partner is a corporation, complete page for corporation.

Limited/ General	Name	Address	Share

f. Attach a complete copy of partnership agreement.

7. Corporation Statement - If applicant is a corporation, answer the following:

a. Date of incorporation _____

b. Where incorporated _____

c. Is the corporation authorized to do business in Alaska?_____
If so, as of what date_____

d. The corporation is held: Publicly ( ) Privately ( )

e. If publicly held, how and where is the stock traded?_____

f. Furnish the name, title, and address of each officer and in addition, the same information for each principal stockholder owning more than ten percent of the corporation.

Name	Title	Address	Share

g. Furnish copy of articles of incorporation and by-laws.

h. Furnish the names of the Officers specifically authorized to execute contracts and other corporate commitments under the corporate articles and/or by-laws.

_____
_____
_____
_____

7. Applicant's references - List four persons or firms with whom the applicant or its owners have conducted business transactions during the past three years. Two of the references named are to have knowledge of your financial management history of which at least one must be a financial institution. Two of the references must have knowledge of your business expertise.

Reference No. 1
Name:_____
Firm: _____
Title: _____
Address:_____
Telephone:_____

Nature and magnitude of operation, purchase, sale, loan, business association, etc:
_____
_____

Reference No. 2
Name:_____
Firm: _____
Title: _____
Address:_____
Telephone:_____
Nature and magnitude of operation, purchase, sale, loan, business association, etc:
_____
_____

Reference No. 3
Name:_____
Firm: _____
Title: _____
Address:_____
Telephone:_____
Nature and magnitude of operation, purchase, sale, loan, business association, etc:
_____
_____

Reference No. 4
Name:_____
Firm: _____
Title: _____
Address:_____
Telephone:_____
Nature and magnitude of operation, purchase, sale, loan, business association, etc:
_____
_____

I hereby verify that the above information is true and correct.

Signature:_____

Printed Name:_____

Title:_____

Date:_____