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: ____________________________

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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:

   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.

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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.

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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:___________________________________________________________