

PROSPECTIVE NEW BUSINESS & TENANT LEASE APPLICATION

(Must submit information required by SCC 15.08.410 prior to Tenant Space Approval)

COUNTY USE ONLY

	INITIAL	DATE
Received		
Reviewed		
Approved or Denied		

LEASE INFORMATION

Requested Location SCC 15.08.410 (2)	
Requested Term (Years)	

BASIC BUSINESS INFORMATION

Business Name	
Primary Owner's Legal Name(s)	
UBI #	
TIN #	
Number of Years in Business	
Current Business Address	
Current Phone Number	
Current Fax Number	
Primary Owner's Primary Home Address	
Primary Owner's Home/Cell Phone	
Emergency Contact Name and Phone Number	

PROSPECTIVE TENANT APPLICATION

(Must submit information required by SCC 15.08.410 prior to Tenant Space Approval)

REFERENCES

(Prior three Landlords or Mortgage Lenders)

Landlord Name	Phone Number	Landlord or Bank Address	Leased/Property Location Address

FINANCIAL INFORMATION

(Submit with this application)

EVIDENCE OF FINANCIAL CAPABILITY SCC 15.08.410 (6)	Evidence of financial capability to open business and operate for at least six months. Example: Two years of past financial statements or personal tax returns (if start-up business).
PERSONAL GUARANTEE	Airport may require personal guarantee of owner upon review of financial statements.
INSURANCE COVERAGE SCC 15.08.410 (7)	Evidence of ability to obtain required insurance coverage.
BANKRUPTCIES	Provide detailed information regarding prior/existing personal or corporate bankruptcies.
REFERENCES	References for last three landlords or mortgage brokers (if not already provided).
Any false information provided to the Airport on your application or financial statements will be deemed a default of the lease.	

BUSINESS PLAN

(Submit with this application)

BUSINESS OPERATIONS SCC 15.08.410 (1)	Services to be offered in prospective lease space.
REAL ESTATE SCC 15.08.410 (2)	The amount of land and buildings desired to be leased.
MODIFICATIONS SCC 15.08.410 (3)	Describe in detail any preliminary plans for new buildings or modifications to existing buildings
EMPLOYMENT SCC 15.08.410 (4)	Number of existing employees and estimated staff at the end of the first year.
PARKING & EQUIPMENT SCC 15.08.410 (5)	List any vehicles, equipment, heavy machinery or aircraft which would be in the leased premises. Provide license plates, tail numbers, or other identification information.
MINIMUM STANDARDS	If airside operator explain business category and means of meeting minimum standards.
ENVIRONMENTAL IMPACTS SCC 15.08.410 (8)	A detailed summary of possible environmental impacts the operation may generate, if the operation includes use of aircraft, should describe the type of aircraft, the estimated number of operations per year for each aircraft, possible night operations and any other aspect of the particular operation that might adversely affect the Snohomish county airport.
TERMS	Desired timeframe for lease (3 year minimum).