



PORT OF SHELTON LEASE INFORMATION CHECKLIST

Thank you for your interest in leasing land, building(s) or facilities from the Port of Shelton. The Port of Shelton ("Port") is a Washington Municipal Port with land, building, offices, storage and other facilities available for lease at our Sanderson Field and Johns Prairie Industrial Parks in Mason County, Washington.

Please complete and submit this checklist with along with all requested information and documents to the Port so that we may promptly and properly consider your lease proposal. By submitting this Lease Information Checklist, you are certifying that the information in it is materially true, correct and complete.

If you have questions about completing this Checklist, please contact the Port Executive Director or Office Administrator at 21 W Sanderson Way, Shelton, WA 98584
Telephone: (360) 426-1151; Fax: (360) 427-0231.

Company Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Nature of Business _____

Does Your Business Use Hazardous Materials? _____

Federal ID# _____

Contact Person _____

Years/Months Under Current Ownership _____

_____ **S-Corporation** _____ **C-Corporation** _____ **State of Incorporation**

_____ **Partnership** _____ **Proprietorship** _____ **LLC**

_____ **Other – specify type:** _____

INFORMATION ON PRINCIPALS:

1	Name/Title	_____
	Social Security #	_____
	Address	_____
2	Name/Title	_____
	Social Security #	_____
	Address	_____
3	Name/Title	_____
	Social Security #	_____
	Address	_____

BANK INFORMATION

Business Bank:	_____
Account #:	_____ Type (Checking/Savings): _____
Phone #:	_____ Bank Officer: _____

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

- **Brief business plan:** A business plan outlining proposed services to be provided, proposed leasehold improvements, business financing, revenue and expense projections
- **Business federal tax returns:** Business federal tax returns for the previous three (3) years. In the case of a proposed new business or personal hanger project development, personal tax returns of the applicant for the previous three (3) years
- **Current financial statement:** Year-to-date business financial statements prepared by a certified public accountant
- **Business License**
- **Current credit report from one of the top 3 credit agencies (Experian, Equifax or TransUnion) for each principal and business (if applicable)**
- **Proof of registration with the State of Washington**
- **Relevant Business Experience:** A history of relevant business experience

TENANT OPERATION INFORMATION:

Please answer the following questions about your proposed operations on Port properties, attaching additional sheet(s) as needed. If you have completed feasibility studies, pro-formas, cost breakdowns or other studies in connection with your lease proposal, please attach copies.

1. Is your proposal for the relocation of an existing business or establishment of a new business or division?

2. If you are relocating, please describe the general terms and conditions of your company's existing facility, including your landlord's name, address and telephone number, if applicable.

3. How many employees does this company presently have and what are the wage/benefit ranges? Please indicate if you intend to increase or decrease the number of employees, by how many, and provide intended wage/benefit ranges.

4. Describe all building, construction work and/or tenant improvements you are planning or considering in connection with your proposed Port lease.

5. Will your business utilize airport facilities (Sanderson Field Industrial Park) or rail facilities (Johns Prairie Industrial Park)?

6. What transportation impact can the Port expect in connection with your proposed lease? Please include impacts from employees', suppliers', customers' and any other vehicles which may be involved with the day-to-day operation of your business.

7. Please explain any disturbance or nuisance such as, but not limited to, unusual noise, vibration, emission, odor, dust or sawdust, discharge, traffic, safety, danger or other condition in connection with your business operation.

8. Please provide a description of the property, liability, workers compensation, environmental and/or other insurance your company presently carries. Please attach your insurance company's declarations page summarizing your company's coverage.

9. Does your business require governmental approvals (permits, licenses, etc.) other than ordinary business licenses? If yes, please describe, and state whether such approval(s) have been issued or applied for.

10. Will your business use, store, manufacture or transport any chemicals, dangerous, hazardous or toxic substances on Port property? If yes, please describe which chemicals or substances and processes are proposed in connection with your Port operations.

11. Has this company been the subject of any governmental enforcement action in the last ten years? If yes, please describe which government agency and action was involved, and the outcome of any such action.

12. Describe what solid waste, wood waste or other waste byproducts may be generated in connection with your company's operations.

13. Describe what plan you have for disposing of waste materials from your operations.

14. Do you propose to store logs, lumber, containers or other materials in connection with your lease site? If yes, please describe the type, quantities, containment and other matters pertaining to storage of materials in connection with your lease site.

15. Do you propose to fuel or service vehicles or equipment on your lease site? If yes, please describe the nature of the fueling, servicing or equipment work including standard procedures and precautions.

16. Additional Information: Please provide any additional information deemed relevant to Port.

17. List three (3) references, including name, title, company and contact information.

(1)

(2)

(3)
