



## PORT OF SHELTON COMMERCIAL LEASE APPLICATION

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 application along with all requested documents to the Port. By submitting this Commercial Lease Application, you are certifying that the information in it is materially true, correct and complete.

If you have questions, please contact the Office Administrator or the Port Executive Director at (360) 426-1151 or [info@portofshelton.com](mailto:info@portofshelton.com).

### 1. BUSINESS INFORMATION

Legal Business Name:

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Trade Name (DBA):

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Business Structure: (LLC, Corporation,  
Partnership, Sole Proprietor, etc)

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Federal ID #:

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UBI Number (WA State):

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Primary Business Activity:

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Years in Business:

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# of Employees:

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Website (if applicable):

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### 2. APPLICANT CONTACT INFORMATION

Primary Contact Person:

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Title/Position:

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Address:

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Phone:

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Email:

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### 3. BUSINESS OWNERSHIP/PRINCIPALS

- (1) Name: \_\_\_\_\_  
Title: \_\_\_\_\_
- (2) Name: \_\_\_\_\_  
Title: \_\_\_\_\_
- (3) Name: \_\_\_\_\_  
Title: \_\_\_\_\_

### 4. FINANCIAL AND OPERATIONS

Established business, please attach:

- Most Recent Financial Statement (Profit & Loss **and** Balance Sheet)
- Most Recent Business Tax Return
- Site Plan/Use Plan & Brief Business Plan
- Current credit report from one of the top 3 credit agencies (Experian, Equifax or TransUnion) for each principal and business (if applicable)

If the business is a newly formed entity, please attach:

- Relevant Business Experience (or resumes of Principals)
- Brief business plan outlining proposed services to be provided, proposed leasehold improvements, business financing, projected operating budget (revenue and expense projections)
- Current personal credit report with summary of credit history

### 5. TRADE OR PERSONAL REFERENCES

- (1) Company Name: \_\_\_\_\_  
Contact Name & Title: \_\_\_\_\_  
Phone and/or Email: \_\_\_\_\_
- (2) Company Name: \_\_\_\_\_  
Contact Name & Title: \_\_\_\_\_  
Phone and/or Email: \_\_\_\_\_
- (3) Company Name: \_\_\_\_\_  
Contact Name & Title: \_\_\_\_\_  
Phone and/or Email: \_\_\_\_\_

**6. CURRENT LANDLORD (if applicable)**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Lease Address: \_\_\_\_\_

**7. ADDITIONAL INFORMATION**

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

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What, if any, transportation impact can the Port expect in connection with your proposed lease?

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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 conditions in connection with your business operation.

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Will your business use, store, manufacture or transport any chemicals, dangerous, hazardous or toxic substances on Port property? If yes, please describe the chemical/substance and the process proposed in connection with your business operation.

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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.

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Describe what solid waste, wood waste or other waste byproducts may be generated in connection with your company's operations. Describe your plan for disposing of said waste.

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Please provide any additional information deemed relevant to the Port. For example: your plans for business expansion, plans for new employees, why you think the Port is a good fit for you, etc.

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**Pursuant to RCW 53.08.085, the Port requires surety by bond or cash to be determined by the Port and may be based on the financial information provided with this application.**

## **APPLICANT AUTHORIZATION**

I certify that the information provided herein is true and complete to the best of my knowledge and understand that this application does not constitute an offer, guarantee, or lease agreement. I certify that I am the authorized representative of the above-named business entity and hereby authorize the Port of Shelton to verify all information provided herein, including but not limited to, conducting credit or background checks of the business and/or principals as needed.

Signature:

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Printed Name:

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Title:

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Date:

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