



## Tenant Information Checklist

Thank you for your interest in doing business at the Port of Shelton. The Port of Shelton is a Washington Municipal Port District with land, incubator buildings, office space, aviation hangars, an industrial park, a marina and other facilities available for lease at Sanderson Field, Johns Prairie Industrial Park and the Oakland Bay Marina all ideally located in Mason County.

Please complete and submit this checklist with requested documents to the Port so we may promptly and properly consider your business' needs.

If you have questions about completing this Checklist, please contact either:

The Ports' Executive Director, John Dobson [johnd@portofshelton.com](mailto:johnd@portofshelton.com)

The Ports' Office Manager, Terra Dittmer [terrad@portofshelton.com](mailto:terrad@portofshelton.com)

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Telephone (360) 426-1151; Fax (360) 427-0231 website: [www.portofshelton.com](http://www.portofshelton.com)

### TENANT BACKGROUND INFORMATION

Business Name:
Federal I.D. No.:
Business Address:
Mailing Address:
Business Telephone: (    )
Fax: (    )

#### 2. TYPE OF BUSINESS ORGANIZATION.

Corporation                      Limited Liability Company (LLC)                      Partnership  
 Individual                              Other (specify) \_\_\_\_\_

Business Principals (Owners, Officers, Directors, Managers, Members, Partners):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

(ATTACH SHEETS FOR ANY ADDITIONAL PRINCIPALS.)

3. DESCRIPTION OF BUSINESS.

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4. DESCRIPTION OF FACILITY ACCOMODATIONS AND OR LAND PREMISE DESIRED.

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5. PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS.

If these documents are not attached, please explain why.

Organizational documents

Current annual report/ business financial statement

Licenses and or registrations

Other \_\_\_\_\_

**TENANT OPERATION INFORMATION**

Please complete the following questions about your proposed operations on Port properties. If you have completed feasibility studies, assessments or financial studies for your business, please attach copies.

1. Is your proposal for the relocation of existing business or establishment of a new business or division? Yes No

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.

2. How many employees does company presently have, and what are the wage/benefit ranges? \_\_\_\_\_ Employees \$\_\_\_\_\_ Average Wage Benefits Yes No

3. Describe all building, construction work and/or tenant improvements are you considering in connection with your leased premises?

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4. Will your business utilize airport facilities (Sanderson Field Industrial Park) rail facilities (Johns Prairie Industrial Park) maritime facilities (Oakland Bay Marina)?  
Yes No

5. What transportation impact to the Port do you expect in connection with your business operations?

Weekly average from: Employees\_\_\_\_\_ Suppliers\_\_\_\_\_ Customers\_\_\_\_\_ Other\_\_\_\_\_

6. Please explain any disturbance or nuisance which may result in connection with your business for matters such as (but not limited to) unusual noise, vibration, emission, odor, dust or sawdust, discharge, traffic, safety, or other conditions with your operations.

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7. Please provide a description of the property, liability and workers compensation, environmental or other insurance your company presently carries.

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8. Does your business require government and/or regulatory agency approval or monitoring other than routine business operations? Yes No  
If yes, please describe, and if approval(s) have been issued or applied for.

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9. Will your business use, store, manufacture or transport any chemicals, dangerous, hazardous or toxic substances on Port Property? Yes No  
If yes, please describe.

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10. Has your company been the subject of governmental enforcement action in the last ten (10) years? Yes No  
If yes, please describe which government agency the action involved and the outcome.

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

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

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13. Do you propose to store logs, lumber, containers or other materials in connection with your lease site? Yes No If yes, please describe the type, quantities, containment and other standards of operations.

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14. Do you propose to fuel or service vehicles or equipment on your lease site?

Yes No

If yes, please describes the nature of procedures and precautions.

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## LEASE INFORMATION

1. Type of Lease desired:

Land Use Agreement    Land/Building Rail    Office Moorage    Storage New Construction    Hangar Other \_\_\_\_\_

**Location desired**

Sanderson Field Industrial Park                      Sanderson Industrial Complex  
Sanderson Field Business Park North              Sanderson Field Aviation District  
Johns Prairie Industrial Park                          Oakland Bay Marina

2. Lease Term Requested: Monthly Annual 2-4Year 5-10year Other

3. Square footage desired: \_\_\_\_\_square feet

4. Lot size desired: \_\_\_\_\_feet X \_\_\_\_\_feet

5. Parking stalls desired: \_\_\_\_\_stalls

6. Desired base rental: \$\_\_\_\_\_/square foot \$\_\_\_\_\_/acre

7. Indoor/outdoor storage and or additional space desired:

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8. Anticipated water consumption and uses: \_\_\_\_\_/gallon/day

9. Storm Water requirements:

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10. Septic System requirements other than routine annual pumping:

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