



**JUNEAU INTERNATIONAL AIRPORT  
LEASE ACTION REQUEST**  
(submit filing fee \$100 + tax) 560500101-4799

**CURRENT LESSEE INFORMATION (IN FULL)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Lot# & Block# (if currently leased), or Property Description: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**TYPE OF REQUEST (Check all that apply)**

\_\_\_\_\_ Terminal Lease      \_\_\_\_\_ Airfield Lease  
\_\_\_\_\_ New Lease\*      \_\_\_\_\_ Lease Amendment\*      \_\_\_\_\_ Lease Cancellation\*  
\_\_\_\_\_ Assignment of Lease\*      \_\_\_\_\_ Collateral Assignment\*

\*Describe Your Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Investment Amount (required for new construction leases): \$ \_\_\_\_\_

\*\*\*\*\*

**NEW LESSEE INFORMATION (IN FULL)**

(Name and title of person/s to appear on document; add another sheet if more than one Lessee and/or Aircraft)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Contact Person (if business): \_\_\_\_\_  
Title: \_\_\_\_\_

Aircraft Type: \_\_\_\_\_ Registration No. (tail#): \_\_\_\_\_

\*\*\*\*\* For Airport Use Only \*\*\*\*\*

Received by: \_\_\_\_\_ Receipt#: \_\_\_\_\_ Date: \_\_\_\_\_

# CHECK LIST FOR LEASE ACTIONS

From Lessee \_\_\_\_\_

To Lessee \_\_\_\_\_ (\*\*Lease Assignments Only)

Date \_\_\_\_\_

\*\*\*\*\***For Airport Use Only**\*\*\*\*\*

At the time of lease action, these requirements must be met:

**Insurance Certificate**

Lessee must provide Certificate of Insurance in his/her name.

**Accounts**

CBJ accounts must be paid up-to-date.

A/R account #s \_\_\_\_\_

Utilities —water/sewer account # \_\_\_\_\_

Property Tax account # \_\_\_\_\_ *\*\*Must be fully paid for Lease Assignments made on or after July 1<sup>st</sup>.*

**Sales Tax (commercial applicants only)**

Must be paid up-to-date.

**Aircraft Ownership**

New lessee must be aircraft owner, as established by FAA Aircraft Registration inquiry (website), or copy of bill of sale, etc.

**Collateral Assignment**

Existing collateral assignments must be released by bank.

**Existing Conditions**

Any outstanding conditions on parcel must be resolved.

**Badges**

Lessee terminating or assigning a lease must return airport badge, if applicable.

**Hangar Wait List**

New Airfield lessees are removed from Hangar Wait List for a year—notify Airport Business Manager.