

## KLHQ T HANGAR/BOX HANGAR LEASE/RENT PROCESSES

### New One-Year Lease

1. Lessee and Airport Manager will inspect Hangar Bay and record damages (if any) that need attention prior to occupancy.
2. Lessee will provide a security deposit (one-month rent) and rent check for a minimum of one month and sign the lease.
3. Lessee will provide a valid Certificate of Insurance to the Airport Manager.
4. Airport Manager will provide appropriate keys to Lessee after receipt of signed lease, certificate of insurance and monies.
5. Airport Manager will ensure that Lessee is aware of the KLHQ Minimum Standards (Available on the FairfieldCountyAirport.com website or in the Airport Manager's office)
6. Airport Manager will forward documents to Fairfield County Airport Authority's (FCAA) Clerk.
7. The FCAA Clerk will obtain Tenant Relations Coordinator signature.

### Monthly Rental

1. Renter and Airport Manager will inspect Hangar Bay and record damages (if any) that need attention prior to occupancy.
2. Renter will provide a security deposit (one month rent) and rent check (**monthly rent without a lease is 10% more**) for a minimum of one month and sign the rental agreement.
3. Renter will provide a valid Certificate of Insurance to the Airport Manager.
4. Airport Manager will provide appropriate keys to the Renter after receipt of signed rental agreement, certificate of insurance and monies.
5. Airport Manager will ensure that Renter is aware of the KLHQ Minimum Standards (Available on the FairfieldCountyAirport.com website or in the Airport Manager's office)
6. Airport Manager will forward documents to Fairfield County Airport Authority's (FCAA) Clerk.

### Delinquent Account

1. Lease/rent payment not received by the 15th of month - Letter of Demand to be sent by certified (return receipt) mail first working day after the 15th of month with five days to respond after receipt.
2. Lease/rent payment not received by the 30th day of month - Notification of Termination Letter to be sent by certified mail on the first working day after the 15th of month with five days to respond after receipt.
3. Airport Manager will receive copy of Notice of Termination. Airport Manager will report occupancy status of hangar bay to the FCAA Board at the regularly scheduled meeting.
4. Lease/rent payment not received by the end of the five days specified in the Notification of Termination Letter, the matter would be forward to the Fairfield County Prosecuting Attorney's office within five working days.
5. When the Court Order of Eviction (estimated 30 to 45 days) is received, the

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FCAA Tenant Relations Coordinator will consult with the Airport Manager and the Prosecuting Attorneys office on removal of aircraft and other equipment.

### **Lessee Changing Hangar Bays**

1. Lessee/tenant and Airport Manager will inspect both Hangar Bays and record damages (if any) that need attention prior to changing bays.
2. The Airport Manager will forward an amended lease/rental agreement to the FCAA Clerk. The amended lease/rental agreement will delineate the new hangar unit number and the hangar unit being vacated. (Section I), the proposed terms (Section II) and the amount of rent (Section III) and the amount of security deposit received on the original lease/rental agreement.
3. The Airport Manager will notify the FCAA Clerk of the tenant's relocation and the amended lease/rental agreement has been forward.
4. The Airport Manager will receive and provide appropriate hangar bay keys.
5. Note: The \$100 Welcome Aboard gift does not apply.

### **Lessee/Renter Moving Out**

1. Lessee/Tenant shall contact the Airport Manager to schedule a move out inspection. (Please advise Lessee/Renter that contacting the FCAA Clerk or the County Administrative office does not meet the contractual requirements)
2. The Airport Manager will inspect hangar bay for damages and cleanliness.
3. The Airport Manager will advise Lessee/Renter of repairs (Lessee/Renter caused damages) and cleaning costs if any are incurred
4. The Airport Manager will receive all keys for the hangar bay.
5. The Airport Manager will provide written documentation to FCAA Clerk the date that Lessee/Renter 'Moved Out' and any deductions to Lessee Security Deposit for costs of repairs, cleaning, and lock replacement (if Lessee/Renter did not return keys)
6. The FCAA Clerk has to receive the documentation in order to return the (adjusted if necessary) Security Deposit to Lessee/Renter within 60 days of Moving Out.

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