
CITY OF SELDOVIA LAND LEASE APPLICATION

STEP 1: Fill out application form and submit to City Manager, City of Seldovia, Po Drawer B, Seldovia, AK 99663

OCCUPANT(S)

Company _____

Address (Main Office)

Number

Street

City

State

Zip

DBA _____ Sole Prop LLC Partnership Corporation

Corp. No. _____ Year Established _____

Employer ID# _____ Number of Employees _____

Type of Business _____

Gross Annual Revenue _____

Contact Person _____ Email _____

Phone # (_____) _____ Cell Phone # (_____) _____ Fax # (_____) _____

*Please indicate your primary contact number

COMMERCIAL RENTAL HISTORY

Present Address

Number

Street

City

State

Zip

Rent _____ Own _____ Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____) _____

Previous Address

Number

Street

City

State

Zip

Rent _____ Own _____ Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____) _____

DESCRIPTION OF YOUR BUSINESS:

OTHER INFORMATION

THE PRINCIPALS

1) _____ Title _____
Last First Middle

Address _____
Number _____ Street _____ City _____ State _____ Zip _____

OTHER INFORMATION (continued)

THE PRINCIPALS

2) _____ Title _____
Last First Mid

Address _____
Number _____ Street _____ City _____ State _____ Zip _____

3) _____ Title _____
Last First Middle

Address _____
Number _____ Street _____ City _____ State _____ Zip _____

EMPLOYER REFERENCES

1) Company _____ Phone # (_____)

Address _____
Number _____ Street _____ City _____ State _____ Zip _____

Period of Employment _____ to _____ Contact Person _____

2) Company _____ Phone # (_____)

Address _____
Number _____ Street _____ City _____ State _____ Zip _____

Period of Employment _____ to _____ Contact Person _____

AUTHORIZATION

The City of Seldovia or any firm acting on its behalf is hereby granted permission to perform a credit history, criminal history, and reference check on our company and/or its principals. I confirm the signature below is signed by an individual legally authorized to bind the company.

1) SIGNATURE: _____ DATE _____

By _____ TITLE _____

2) SIGNATURE: _____ DATE _____

By _____ TITLE _____

STEP 2: The City of Seldovia requires a credit and criminal history check for all applicants requesting leased space on City owned Real Property. The results of the credit and criminal history checks will be submitted to the City Council with the application, all documentation and receipt of fees prior to Council action on said lease.

STEP 3: Upon approval by the City Council, a lease agreement may be negotiated by the City Manager.

STEP 4: The above negotiated lease shall be approved by the City Council prior to authorizing use of the property herein designated for lease.

****This process requires a \$100 non-refundable application fee. ****