

APPLICATION FOR ASSIGNMENT OF LEASE

PROCEDURES

1. Have your proposed assignee fill out the attached application **completely**.
2. Use the checklist on the back of this sheet to be sure all information is included.
3. Attach a credit check and the assignment documents. Send application and assignment approval request to:

Director, County Airports
Aviation Administration
Reid-Hillview Airport
2500 Cunningham Avenue
San Jose, CA. 95148

4. Any missing or additional information will be requested from the current master lessee. If a response is not received within two weeks, it will be assumed that the application should be processed as is. Please note that if essential information is not provided it could be cause for denial.
5. The application will be processed as quickly as possible. After staff review, an outside consultant will complete a financial analysis. Staff then develops a recommendation. The County Airports Commission also reviews the request and makes their recommendation to the Board of Supervisors.
6. The Board of Supervisors may approve or deny the request.
7. Assignment documents will be returned, executed by the chairperson of the Board of Supervisors if approved. Once a complete application has been received, the process will typically take 45 to 90 days.

NOTE: Signs on exterior of all building must be approved prior to installation. Please submit sign request application(s) as soon as possible for any proposed signs. Sign approval applications will be processed in 15 working days. If this is not possible, you will be notified and provided with an explanation.

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CHECKLIST

Have you included all of the following information?

- _____ Names, type of organization, address, phone, contact person, for proposed assignee.
(Page 1)
- _____ Location, County tenant's name and a description of exactly the type of business.
(Page 1)
- _____ All of the specific information about the type of organization including attachments.
(Pages 1, 2, 3, 4 & 5)
- _____ Completed questions about bonds, bankruptcy, felonies and liens. (Page 6)
Attach separate sheet for any yes answers.
- _____ Described in detail the proposed operation and products on a separate sheet. (Items 5,
Page 5)
- _____ Described in detail on a separate sheet your experience. (Item 6, Page 6)
- _____ Attached a 5-year cash flow projection. (Item 7, Page 7)
- _____ Attached a complete financial report. (Item 8, Page 7)
- _____ Three references letters from banks/financial institutions with knowledge of
debt, payment history. (Item 12, Page 7)

All boxes should be marked indicating the completion of the application. If you feel you cannot respond to any specific question; please call the Airports Business Manager at (408) 929-1060 for assistance.

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APPLICATION

Please complete each question as thoroughly as possible. Where necessary, attach further explanatory materials. The County reserves the right to request additional information.

By submitting this application, you are certifying that the information you have provided is true and accurate to the best of your knowledge. Intentionally false, inaccurate or misleading information can later void an assignment approval.

APPLICANT

1. Name of applicant: (current tenant) _____
 sole proprietorship partnership limited liability company (LLC)
 joint venture corporation

2. This application is to request assignment of lease to: (new tenant) _____
_____ from the above proposer.
 sole proprietorship partnership limited liability company (LLC)
 joint venture corporation

3. Address for purposes of communications relating to this proposal: _____

4. Contact Name: _____ Phone: _____

5. Federal Tax payers ID # _____ State Employers ID # _____
applied for _____

6. Location of property (address) _____

7. Type of proposed business to be operated on this site _____

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TYPE OF ORGANIZATION

(Complete Section I, II, III, IV, or V whichever applies to the type of organization of the proposed assignee)

I. SOLE PROPRIETORSHIP:

1. Name in Full _____
2. Address _____
3. Date of Birth _____ Place of Birth _____
4. Social Security Number _____
5. Driver's License Number: _____ State Issued In _____

II. PARTNERSHIP:

1. Date of organization _____
2. Is this a general partnership?
 limited partnership?
3. Statement of Partnership recorded Yes No
 Date _____ Book _____ Page _____
 County of _____
4. Has partnership previously done business in Santa Clara County? Yes No
5. List below the name, address and partnership share of each general partner:

	<u>Name</u>	<u>Address</u>	<u>Share</u>
A.	_____	_____	_____ %
B.	_____	_____	_____ %
C.	_____	_____	_____ %
D.	_____	_____	_____ %

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E. _____ %

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II. PARTNERSHIP (Continued)

6. List below the date of birth, place of birth, Social Security number, Driver's License Number and the State from which issued the Driver's License for each general partner:

	<u>Date of Birth</u>	<u>Place of Birth</u>	<u>SSN</u>	<u>Driver's Lic.#</u>	<u>State</u>
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

III. JOINT VENTURE:

- Date of organization _____
- Joint Venture Agreement recorded? Yes No
- Has joint venture done business in Santa Clara County? Yes No
- Name and address of each Joint Venture:

	<u>Name</u>	<u>Address</u>
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

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IV. CORPORATION

1. Incorporated in the State of _____ before close of escrow
on _____ ; authorized to do business in California? Yes No.
If so, on what basis? _____

2. Corporation is held privately publicly. If publicly held, where and how is stock
traded? _____
3. a. Voting shares _____ _____ _____
b. Non-voting shares _____ _____ _____
c. Number of Shareholders _____ _____ _____
d. Value per share of common stock _____ _____ _____
4. Attach a separate sheet listing the name, title, address, number of voting and non voting shares, date of birth, place of birth, Social Security Number, Driver's License number, and the State Driver's License was issued in; for each officer, Director, and Principal share holder.

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V. LIMITED LIABILITY COMPANY (LLC)

1. Date of organization _____

2. Is this LLC recorded? Yes No Date _____
 (Please provide a copy of the certificate from the state or other agency, that the LLC has been recorded with)

3. Has this LLC previously done business in Santa Clara County? Yes No

4. List below the name, address and title of all the members of the LLC:
 (Also indicate whether this member is receiving a salary from the LLC.)

	<u>Name</u>	<u>Address</u>	<u>Title</u>	Receiving a Salary?	
				<u>Yes</u>	<u>No</u>
A.	_____	_____	_____	[]	[]
B.	_____	_____	_____	[]	[]
C.	_____	_____	_____	[]	[]
D.	_____	_____	_____	[]	[]
E.	_____	_____	_____	[]	[]

5. List below the date of birth, place of birth, Social Security Number, Driver's License Number, and the State, which issued the Driver's license.

	<u>Birthdate</u>	<u>Place of Birth</u>	<u>SSN</u>	<u>Driver's Lic.#</u>	<u>State</u>
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

6. Attach a copy of the agreement that formed the LLC, and was filed with the State, or other agency that recorded the LLC. (This agreement should, at a minimum, detail the division of management authority and responsibility; rights of members to withdraw capital; and responsibilities of members to contribute new capital as needed.)

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FINANCIAL AND BACKGROUND INFORMATION

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Has any principal ever had a bond or surety canceled or forfeited? | [] | [] |
| If yes, attach a statement naming the bonding company, date, amount and reason. | | |
| 2. Has any principal ever been declared bankrupt? | [] | [] |
| 3. Has any principal been convicted of a felony? | [] | [] |
| If yes, state date, court location, and details of conviction. | | |
| 4. Is any participant in this application involved in any litigation, liens or claims or insurance, liability, workers compensation claims? | [] | [] |
| If yes, provide detailed information. | | |

Information Included?

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 5. Attach a narrative explaining the type of operation you propose to run and the services or products you will offer. If there is currently a similar operation at this site, contrast your proposed operation with the current one. It may be appropriate to provide financial data pertaining to the current operation. | [] | [] |
| 6. Attach a detailed statement as to your experience as related to the type of business you propose to develop. Also, attach a detailed statement of the persons who will be directly involved in this business. Provide specifics as to dates of experience and appropriate profit and loss details. | [] | [] |

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- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 7. Attach a cash flow projection of your proposed operations for the next five years. This projection should included the following information:

Capital to be contributed by applicant. Cash to be derived from operations. Cash required to adequately develop the lease site, retire any related debt, cover operation expenses, and provide an adequate return on investment. | [] | [] |
| 8. Attach a complete report, prepared in accordance with generally accepted accounting procedures, reflecting your current financial condition. This includes at a minimum, a balance sheet, sources and uses of funds statement as of the last fiscal year end or calendar year end (statement of cash flow), and a 12-month income statement. Also, please provide a summary of all personal property and real property leasing obligations. | [] | [] |
| 9. Attach a statement in clear language of the purpose of this lease assignment. Provide any pertinent facts surrounding the lease assignment. | [] | [] |
| 10. Attach a judgment lien guarantee or arrange payment of fee to have the County obtain the report. | [] | [] |
| 11. Attach the proposed lease assignment documents authorized by the legal representatives, including description of future liability of current tenant. | [] | [] |
| 12. List three references (including Bank References) with knowledge of debt, payment history. | | |

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DESCRIBE IN DETAIL YOUR EXPERIENCE