



# Port of Skagit

## Intent to Lease

The following will serve as a proposal on the part of the undersigned to enter into a lease:

1. Trade Name (d.b.a.): \_\_\_\_\_  
Contact: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_
  
2. Lessee Name: \_\_\_\_\_  
Lessee signatory capacity: Individual: \_\_\_\_\_  
Husband and wife: \_\_\_\_\_  
Corporation: \_\_\_\_\_  
Partnership: \_\_\_\_\_  
Proprietorship: \_\_\_\_\_  
Other: \_\_\_\_\_
  
3. Square Foot of Warehouse: \_\_\_\_\_  
Square Foot of Office: \_\_\_\_\_  
Square Foot of Land: \_\_\_\_\_
  
4. Location: Marina \_\_\_\_ Bayview Business Park \_\_\_\_ Skagit Regional Airport \_\_\_\_  
Property Address: \_\_\_\_\_  
\_\_\_\_\_
  
5. Term: \_\_\_\_\_ Commencing On: \_\_\_\_\_  
Options: \_\_\_\_\_ Option Rent: \_\_\_\_\_
  
6. Number of days for tenant improvements: \_\_\_\_\_  
Describe construction improvements: \_\_\_\_\_  
\_\_\_\_\_
  
7. Business Purpose: \_\_\_\_\_  
Currently employs: # \_\_\_\_\_
  
8. Rent: \_\_\_\_\_  
Plus leasehold excise tax (12.84%)

- 9. Rent Escalator: CPI \_\_\_\_\_ FMV \_\_\_\_\_
- 10. Security Deposit: Two (2) months' rent
- 11. Utilities: NNN – drainage, casualty insurance, garbage, sewer
- 12. Common Area Maintenance: \_\_\_\_\_
- 13. Taxes and Insurance: \_\_\_\_\_
- 14. Signage and Tenant Identification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 15. Other Terms and Conditions: \_\_\_\_\_
- 16. Cooperating Broker:

If this proposal is not accepted by the Lessor on or before \_\_\_\_\_ this offer shall terminate and all sums deposited herewith shall be promptly returned to the Tenant upon written request thereof. Should the above general understanding meet with the approval of the Landlord, a signed copy of the approval will be provided to tenant or Landlord's agents will then proceed with the preparation of a lease for submission to tenant for approval. It is expressly understood between the parties that this proposal is not binding on either of the parties, and that the contemplated lease, when executed by the parties shall contain their full agreement.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_

Landlord: \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_