



Waiting List Application and Policy

1. Applicant priority on the Airport's waiting list for Airport hangar space will be established by the time and date the Airport actually receives an applicant's application and fee specified in this policy. Available hangar space will be offered to the first applicant on the list.
2. Applicants requesting to be placed on the waiting list shall complete this application and pay a \$50.00 non-refundable fee. To maintain waiting list position, an applicant must pay the Airport an annual non-refundable fee on or before March 1 each year. This annual fee is based on the adopted City fee schedule and is subject to change.
3. An applicant may elect to be removed from the waiting list at any time. Once removed, an applicant must reapply according to this policy to be placed back on the list. When hangar space becomes available to an applicant, the applicant may choose to be placed at the end of the waiting list for a later opening rather than accept it. Applicants who fail to accept two (2) available hangar space rentals forfeit their position on the waiting list and must reapply according to this policy.
4. The Airport will contact applicants by e-mail when hangar space becomes available. It is the applicant's responsibility to notify Airport of any e-mail address changes. Applicants who fail to respond to such e-mail within three (3) business days forfeit available hangar space and waiting list position.
5. Applicants who fail to complete required documents or to pay required fees within 15 calendar days after accepting available space forfeit the space and waiting list position. In that event, the Airport will proceed as outlined above.
6. Applicants applying for more than one type of hangar space will pay one \$50.00 fee. An applicant choosing to remain on the waiting list after accepting hangar space may do so by continuing to pay the required annual fee and notifying Airport staff in writing that they wish to remain on the waiting list for the other type(s) of hangar space.
7. The Airport Manager has the authority to waive the waiting list process when in the best interests of the Airport.
8. An applicant's position on the waiting list is not transferable, and is only available to those persons or entities actually named on the application.
9. Applicants must place an aircraft in an accepted hangar space within 60 calendar days of accepting the space. Applicants who fail to do so forfeit the accepted hangar space and must reapply for hangar space pursuant to this policy. Applicants who accept hangar space must also comply with all airport rules and the terms of any storage/rental agreements with the Airport.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

I have read, understand and received a copy of this application and agree to comply with the policy governing the waiting list for rental space at AuburnMunicipal Airport. I understand that a non-refundable fee will be charged annually every January 1, in order to retain my place on the waiting list. If payment of the annual fee is not paid within 60 calendar days, I understand that I will be removed from the waitlist and forfeit my fee.

Signature: _____

Waiting list designation: Open Hangar Closed Hangar (Row J)
 Closed Hangar (Row H) Closed Hangar (Row Y & Z)

Make Checks Payable to: City of Auburn, 2143 E St. NE, Suite 1, Auburn, WA 98002 253-333-6821 airport@auburnwa.gov

For Airport use only: Fee Paid: _____ Receipt# _____ Date: _____ Received by: _____

Received on Date: _____ Time: _____ 1st Offer Date: _____ 2nd Offer Date: _____