



## COLD LAKE AERODROME SUBTENANT APPLICATION FORM

LESSEE INFORMATION		
Lessee Name:	Application Date:	
Address:	City:	Province:
Postal Code:	Phone #:	Cell/Alternate #:
Email:		

LEASE PROPERTY INFORMATION
Aerodrome Address: <b>Legal:</b> SW-29-63-2-W4M; 792 1554 <b>Rural Serviceable Address:</b> 63407 Range Road 425 <input type="checkbox"/> Lot:           OR <input type="checkbox"/> Tie Down Lot:

SUBTENANT INFORMATION		
Subtenant Name:	Application Date:	
Address:	City:	Province:
Postal Code:	Phone #:	Cell/Alternate #:
Email:		

SUBTENANT AIRCRAFT DESCRIPTION & LENGTH OF LEASE		
Aircraft of Subtenant: <input type="checkbox"/> Owned <input type="checkbox"/> Authorized User	Length of Subtenant Lease:	
Type of Aircraft:	Aircraft Registration / Call ID/ Tail #:	
Aircraft Length:	Aircraft wingspan:	Plug In Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the subtenant currently have a lease space at the Aerodrome: <input type="checkbox"/> Yes, Lot _____ <input type="checkbox"/> No		

SUBTENANT LEASE APPLICATIONS ARE DECIDED WITHIN 15 BUSINESS DAYS		
I/ we hereby declare I/we have reviewed and understand the conditions/terms of the City of Cold Lake Aerodrome Lease Policy 143-OP-12 and Cold Lake Aerodrome User Policy 144-OP-12 and that the use of the aerodrome for the lease area as identified in this application will be conducted in accordance with the policies. I/we further declare that I/we will notify the City of Cold Lake Airport Authority/ Manager of any proposed changes or information changes to this application.		
Date signed:	Print name: (Lessee)	Signature of Lessee:
Date signed:	Print name: (Subtenant)	Signature of Subtenant:

### **Checklist of Submission Requirements**

**Completed and Signed form by both the Lessee and the Subtenant**

**Important Notice:**

Subtenant Lease Applications will be processed as per the Lease Agreement and as noted in the City of Cold Lake Aerodrome Lease Policy 143-OP-12

The subtenant has no right to lease or use the property until the **15 business day decision period** has expired or the application for a subleasing has been approved by the City. The 15 business day decision period starts from the date of receipt by the City of the completed application form.

### **OFFICE USE ONLY**

Date Received:	Received By:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Approval Date:	Signature of Airport Authority / Manager:	
Date Phoned:	Date: Emailed:	Date Formal Letter Sent:

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