



## **HANGAR WAIT LIST POLICY AND PROCEDURE**

Mojave Air and Space Port maintains a waiting list for those who wish to lease box hangar or t-hangar space from Mojave Air and Space Port. Vacant space is offered to applicants on the waiting list.

This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. It is mandatory to be on the waiting list in order to lease a box hangar or t-hangar. Airport policy is to process the waiting lists by the date the request was submitted, and hangars will be assigned in that order.

### **T-Hangar/Box Hangar Request Procedure:**

All parties interested in a hangar must fill out an application, providing airport administration with current telephone numbers and an e-mail address. It is the responsibility of the applicant to keep this information current with the airport administration. If a specific hangar or location is desired it **MUST** be included in the initial request.

Position on the waiting list will be determined by the date and time of the request.

Positions on the waiting list may not be sold, gifted, or transferred.

Current tenants who wish to lease additional hangars must be in good financial standing with the airport before signing a new lease.

The airport reserves the right to give priority to current tenants, or make changes according to the discretion of the board.

### **Notices of Availability/Acceptance:**

When a hangar becomes available, the individuals at the top of the appropriate waiting list will receive notification of availability. Offers shall be made chronologically (oldest to newest). The offer will be made by e-mail and by phone.

Individuals must respond to the offer made within three (3) business days. A "pass" response or failure to respond in 3 business days will be considered a decline.

If the individual is interested in leasing the hangar offered, the airport will begin contract negotiations upon receipt of a valid credit check.

### **Declination/Pass Procedure:**

An airport representative will attempt to contact individuals on the list by two different means. No response will be considered a declination.

Each applicant is permitted one (1) refusal or pass-over.

Upon the second refusal applicant will be moved to the bottom of the list. Subsequent refusals will result in removal from the waiting list. Individuals will be contacted prior to removal from the waiting list.

Anybody removed from the waiting list may restore their name to the bottom of the list by contacting airport administration.