



MUSKOKA AIRPORT
Office Lease Application

Muskoka Airport
 1011 Airport Road, Gravenhurst, Ontario, Canada, P1P 1R1
 Phone: 705-687-2194 Fax: 705-687-1056 E-mail: airport@muskoka.on.ca

APPLICANT INFORMATION (insert full corporate name if a Limited or Incorporated business & a contact person)

Name:		
Address:		
Town/Province:		Postal Code:
Phone(s):	Fax:	E-mail:

PROPOSED OFFICE

Describe which office you would like to lease (rental outlet, small business office, large business office):

Office Dimensions (completed by Muskoka):	Office Area (completed by Muskoka):
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PROPOSED LEASE DURATION (maximum 2 years)

Please describe the length of lease term you would prefer:

OTHER LEASE REQUIREMENTS (if needed)

Please describe any special issues you would like to see addressed in the lease:

PROPOSED OFFICE USE (non-aviation business use, flight school, charter operations, aircraft sales, etc.)

Please describe your intended use and expected activities (number of users or employees, required parking for aircraft and/or vehicles, your expected business hours, etc.):

PROPOSED OFFICE IMPROVEMENTS OR RENOVATIONS

Please describe any modifications that you intend to apply to the office (paint, shutters, signage, flooring, white boards, etc.):

FLOOR PLAN

Please attach a **Floor Plan Drawing** that includes (if applicable): desks, tables, other furniture, counters, phones, computers, etc.

APPLICANT'S CERTIFICATION

I certify that the information given herein is true and complete

Please print full name:	Signature of Applicant:	Date Signed:
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CORPORATION USE ONLY

I have authority to bind the herein-named Corporation

Surname and Initials of Corporation Official (please print):	Signature of Corporation Official:	Position:
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MUSKOKA AIRPORT RECEIPT OF APPLICATION

Name of Muskoka Airport Official to verify receipt of application form <u>with required floor plan attached</u> (please print):	Signature of Muskoka Airport Official:	Date Signed:
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- Please return all parts of this form to the Manager of the Muskoka Airport to verify submission.
- Complete applications will be presented to the Planning and Economic Development Committee and District Council for approval.
- Upon approval you will be notified and asked to sign a Lease.

* **Personal information on this form is collected by The District Municipality of Muskoka under the authority of the Municipal Act, 2001, c. 25, as amended and any by-laws passed pursuant to it, for the purpose of administering this application and for no other purpose.**