



LEASING APPLICATION PACKAGE

Pier One
San Francisco, CA 94111

Tel: (415) 274-0400

Fax: (415) 274-0578

TTY: (415) 274-0587

www.sfport.com

For Property Manager Use Only:

PREMISES LOCATION



Lease Application Instructions

1. Please fill in all applicable information, print then sign and date where indicated. Please **DO NOT** DocuSign the application. An original signature is required.
2. Attach copies of any extra documentation needed to evaluate your application.
3. Please mail or personally deliver your application, financials, credit check fee, security deposit and any other pertinent documentation to the Port of San Francisco. If you elect to send your application via e-mail, you assume all risks associated with theft of your personal or business information sent in a non-secured or non-encrypted method.

Lease Application Checklist

Lease Application
Personal Data Questionnaire (if applicable)
Bank Information
Credit Check Authorization Form
Financial Statements of Company or Tax Returns (three years)
Articles of Incorporation or Articles of Organization (if applicable)
Statement of Domestic Stock Corporation (if applicable)
Credit Check Fee and Security Deposit

1

TABLE OF CONTENTS

		page
Part I	Leasing Application	2
Part II	Employer's Projection of Entry Level Positions	22
Part III	Human Rights Commission	26



PART I
Leasing Application

[This page left intentionally blank.]



PART I: LEASING APPLICATION

Please print legibly or type. Use attachments to provide complete and detailed information to facilitate Port review and approval process.

Date: _____

I. PROPOSED TENANT

A. Name / Address of Proposed Tenant

Full Legal Name of Proposed Tenant: _____

Existing Business Name (if different from above): _____

Current Address: _____

City: _____ State: _____ Zip: _____

How Long at the Premises: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Is your business a corporation, LLC or other entity? Yes No

Type of Business Entity: _____

List of all officers and directors of the corporation or members of the LLC:

Name	Title

State of Incorporation: _____

Date of Incorporation: _____

Tax Payer ID#: _____

Attach a copy of the Statement of Information (Domestic Stock Corporations) or Articles of Incorporation.

B. If proposed tenant is a general or limited partnership, please list all general partners.

Name	Address	Date of Birth	SSN

Attach a copy of the Articles of Organization.

C. Who Will Sign the Lease?

Print Name: _____ Print Title: _____

(If tenant is a corporation, two signatories are required. Both must be corporate officers or persons who are authorized by the corporation to enter into contracts.)

D. Fictitious Business Name Statement (if applicable)

Operating Name: _____

When/Where Filed? _____

E. Local Agent for Service of Process

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

F. Previous Business Landlord

Name of Prior Landlord: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Dates of Previous Tenancy: _____

Address of Previous Tenancy: _____

Monthly Rent: _____

Reason for Leaving: _____

II. FINANCIAL INFORMATION

A. Financials / Tax Returns. The proposed tenant shall provide the Port with financial statements or income tax returns for the past three (3) years.

B. Bank References

(1) Bank: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Account #: _____ Type of Account: _____
Contact Name: _____

(2) Bank: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Account #: _____ Type of Account: _____
Contact Name: _____

C. Bankruptcy

Has the proposed tenant ever filed for bankruptcy protection? Yes No

When: _____

Where: _____

If yes, explain details (e.g. Chapter 7, 11, 13): _____

Current Status of Bankruptcy: _____

Explain: _____

D. Assets and Liabilities of Proposed Tenant

Assets	Amount \$	Liabilities	Amount \$
<i>Real Property (describe)</i>	<i>Amount \$</i>	<i>Loans (describe)</i>	<i>Amount \$</i>
<i>Automobile (year /make / model / license number)</i>	<i>Amount \$</i>	<i>Mortgages (describe)</i>	<i>Amount \$</i>
<i>Personal Property</i>	<i>Amount \$</i>	<i>Credit Card Accounts</i>	<i>Amount \$</i>
<i>Other assets (detail)</i>	<i>Amount \$</i>	<i>Other Liabilities (detail)</i>	<i>Amount \$</i>

E. List any interest the proposed tenant has in any other business(es) and give addresses and phone numbers of each.

Business	Interest	Address	Phone



PERSONAL DATA QUESTIONNAIRE

Only complete if you are entering into the lease as an individual/sole proprietor or as a member of a partnership.

Each person who is required to complete a Personal Data Questionnaire must submit a separate form.

A. Proposed Tenant Information

Name: _____

Name of Proposed Tenant (if different from above): _____

Other Names Used: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Date of Birth: _____ SS#: _____

Driver's License Number: _____ State: _____ Expires: _____

HOME Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

B. Employer Information

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ How Long? _____

If less than five (5) years, previous employer:

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ How Long? _____



PERSONAL DATA QUESTIONNAIRE (continued)

C. Spouse/Partner Information

Name of Spouse/Partner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Name of Spouse/Partners Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

I declare under penalty of perjury that the information contained in this Personal Data Questionnaire is true and correct.

Signature: _____ Date: _____

Print Name: _____

D. Personal Data Questionnaire for Lease Guarantors

Name of Guarantor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Relationship to Proposed Tenant: _____

**YOUR APPLICATION FOR LEASE WILL NOT BE CONSIDERED UNTIL ALL OF
THE ABOVE REQUIRED ITEMS HAVE BEEN SUBMITTED TO THE PORT.**



AUTHORIZATION FOR RELEASE OF CREDIT INFORMATION

The undersigned hereby authorizes the companies and/or individuals listed below and on the reverse side to release to the SAN FRANCISCO PORT COMMISSION (Pier One, Accounting Department, San Francisco, CA 94111) all pertinent and confidential information concerning the credit standing or account status of:

Name of Proposed Tenant

Authorized Signature

Date

[Remainder of page intentionally left blank]

[This page left intentionally blank.]

- G. Will any of the types of work listed below be required for site preparation/construction of tenant Improvements or ongoing operations?**
 Yes No

If yes, please check those items which apply and provide an explanation for the need below listing any permits required, if known.

Activity	Site Preparation	Ongoing Operation
Excavation (quantity in cubic yards)		
Fill (indicate if any pier repairs or new construction in or over the Bay is proposed)		
Utility Installation or Modification (including systems to handle sewage and storm water runoff)		
Demolition		
Work on Shoreline or Over Water		
Soil Borings or Groundwater Wells		
Vehicle Maintenance (including washing/oil change)		
Dredging		
Industrial Manufacturing, Production or Processing		

Explanation: _____

- H. If improvements are proposed, including the construction of placement of new structures, will they block the view to the bay?** Yes No Unknown

- I. Will tenant bring soil or construction materials to the premises, either for site preparation or as part of ongoing operations?** Yes No

If yes, please list the type and volume of material to be transported into and out of the facility.

Type of Material	Volume

J. Many activities may require approvals from other agencies, which may include those listed below. Please indicate if your proposed operation may require any of these or other permits, along with further details/explanation on a separate attachment. Explanation attached:

- City of San Francisco Health Department
- Water Quality for Groundwater Well/Soil Borings
- Hazardous Materials for Use and/or Storage of Hazardous Materials or Waste
- Solid Waste Management
- City of San Francisco Police Department
- Entertainment / Amplified Sound
- SF Bay Conservation Development Commission
- State of California Solid Waste Board
- Alcohol Beverage Control
- Bay Area Air Quality Management District
- Regional Water Quality Control Board (construction in or over water, storm water runoff from construction activities or on-going industrial operations)
- Army Corps of Engineers (construction in water or shoreline)
- Planning Commission Master Plan Referral
- Conditional Use Permit
- CEQA Environmental Review
- Other (list): _____

K. Will tenant use or store any hazardous material, or generate any hazardous waste (e.g. used oil, solvent, cleaning solutions) during site preparation or regular operations? Yes No

If so, identify all such substances and operations and the quantities to be stored or used on the Premises. Please list any regulatory approvals required for these hazardous materials and waste operations on the Premises, as well as, other environmental reviews, if known. Please provide this information on a separate attachment, accompanied by a detailed and complete explanation to facilitate the Port's lease review and approval process. Explanation attached:

L. Please list any permits or authorizations from environmental regulatory agencies currently or formerly held by applicant.

If so, please provide details. _____

M. Has the applicant ever been cited for a violation of environmental or health and safety laws, regulations, or permit requirements? Yes No

If so, please provide details. _____

N. List all materials and approximate quantities to be stored on premises. Attach additional sheets (if necessary).

Type of Material	Quantity

O. Will the proposed use involve truck traffic to/from the premises on a daily basis? Yes No

If so, please describe the average number of daily truck trips.

P. What are the proposed days and hours of operation at the premises?

Q. Will the operations create significant levels of noise that can be heard from locations adjacent to Port property? Yes No

If so, please indicate during what times this noise will occur and provide an estimate of the level in decibels from the closest non-Port site.

R. Has the proposed tenant ever had a lease, license or other tenancy with the Port? Yes No

Identify the dates of this tenancy, location or tenancy, and facts concerning the termination or expiration of the tenancy.

For Property Manager Use Only:

Name and Date of Lease License: _____

Lease / License #: _____

Status of Account: _____

[This page left intentionally blank.]



This Application must be signed, dated and accompanied by cash or cashier's check for the security deposit in an amount equal to two (2) months' rent. The security deposit is fully refundable if the parties do not enter into a lease. The Applicant herein understands and agrees that payment of a security deposit shall in no way be construed as an agreement, obligation or acceptance to lease by the San Francisco Port Commission.

The Undersigned Applicant, being the Proposed Tenant herein, hereby declares under penalty of perjury that the information set forth in this Application for Lease is true and correct.

Please note: (1) No alterations or improvements may be installed in the Premises without first obtaining a building permit from the Port Engineering Department and (2) No change in use shall be permitted in the Premises without an Approved Lease Amendment.

IF INDIVIDUAL(S):

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

IF CORPORATION, PARTNERSHIP, LLC OR LLP:

Print Name of Entity: _____

By (Signature): _____ Date: _____

Print Name: _____

Title: _____

By (Signature): _____ Date: _____

Print Name: _____

Title: _____

[This page left intentionally blank.]



TENANT CONTACT INFORMATION

Tenant Name on Lease: _____

dba, if applicable: _____

- A. Main Agreement REQUIRED** (Primary Contact: Recipient of Port general emails, mailings, notices, agreement admin, insurance & parking)

Name (Last, First, M.I.): Mr / Mrs / Ms _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Fax: _____

Email: _____

- B. Billing REQUIRED** (Recipient of all invoices, statements and billing issues)

Check if same as mailing address

Name (Last, First, M.I.): Mr / Mrs / Ms _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Fax: _____

Email: _____

- C. Emergency REQUIRED** (First person to be contacted in case of emergency)

Check if same as mailing address

Name (Last, First, M.I.): Mr / Mrs / Ms _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Fax: _____

Email: _____

TENANT CONTACT INFORMATION (continued)

D. Legal Notice REQUIRED (Contact responsible for legal issues involving tenant's agreement)

Check if same as mailing address

Name (Last, First, M.I.): Mr / Mrs / Ms _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Fax: _____

Email: _____

E. Local / Onsite NOT REQUIRED (Other than Primary Agreement Contact)

Check if same as mailing address

Name (Last, First, M.I.): Mr / Mrs / Ms _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Fax: _____

Email: _____

F. Insurance (Tenant Employee responsible for insurance compliance, not broker)

Check if same as mailing address

Name (Last, First, M.I.): Mr / Mrs / Ms _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Fax: _____

Email: _____

Signature: _____

Print Name: _____

Date: _____

<p>MAIL to: Port of San Francisco Attn: Real Estate Admin. Pier One San Francisco, CA 94111</p>
--

<p>FAX to: (415) 274-0578</p>



PART II

Employer's Projection of Entry Level Positions

The following pages include information regarding the various City and County of San Francisco Ordinances and requirements for compliance of all Port Tenants.

Please review the attached information, as it is the tenant's responsibility to understand, adhere to, and submit the required information listed hereinafter.

[This page left intentionally blank.]

What is the First Source Hiring Program?

The First Source Hiring Program was initially enacted into law (Chapter 83 of the City's Administrative Code) in San Francisco in August 1998. The ordinance has recently been modified in April 2006.

The intent of First Source is to connect economically disadvantaged San Francisco residents with entry-level jobs that are generated by the City's investment in contracts or public works; or by business activity that requires approval by the City's Planning Department or permits by the Department of Building Inspection.

What Projects qualify under First Source?

- Any activity that requires discretionary action by the City's Planning Commission related to a commercial activity over 25,000 square feet including, but not limited to conditional use, project authorization under San Francisco Planning Code Section 309 and office development under Planning Code Section 320, et sec.
- Any building permit applications for a residential project over 10 units.
- City issued public construction contracts in excess of \$350,000.
- City contracts for goods and services in excess of \$50,000.
- Leases of City property.
- Grants and loans issued by City departments in excess of \$50,000.

How does First Source work?

- Businesses or non-profits that qualify as First Source employers according to the definitions above are required to project the number of entry-level job openings they expect during the contract period and provide that information to the First Source Hiring Administration or their designee.
- First Source employers are required to post their entry-level openings with First Source and proactively work with First Source to accept and consider qualified candidates that are referred to these positions.
- While First source does not require an employer to hire a specific candidate, it does require that employers make a good faith effort to hire referrals from San Francisco's Workforce Development System.

First Source Hiring Recruitment Process

Step 1: Complete/submit a projection form of entry-level position.(s)

Step 2: Submit a job description with a designated First Source Hiring representative w/in 10 of posting publicly.

Step 3: The citywide workforce system will provide qualified candidates to a recruiter who will manage the screening and referral process for your business. This includes communication, tracking, and facilitating the interview schedule, logistics and feedback process.

Step 4: Make a good faith effort to interview and hire referrals from the City's workforce development system.

Step 5: Submit Verification of any hires made with your designated First Source Hiring representative.

*Entry-level jobs are defined as those non-managerial position that require either no education above a high school diploma (or equivalency) OR no more than 2 years of specific training or work experience.

How to Contact First Source?

You can contact the First Source Hiring Program at (415) 581-2322; or by emailing tiffany.garcia@sfgov.org. More information can be found at <http://www.workforcedevelopmentsf.org/>



Office of Economic and Workforce Development
Workforce Development Division

PART II

NON-CONSTRUCTION FIRST SOURCE EMPLOYER’S PROJECTION OF ENTRY LEVEL POSITIONS

By signing this form, employers agree to participate in the San Francisco Workforce Development System established by the City and County of San Francisco, and comply with the provisions of the First Source Hiring Program pursuant to Chapter 83 of the San Francisco Administrative Code. As an indication of good faith efforts to comply with First Source, the Employer must fill out this form at commencement of contract/tax year to indicate:

- For a Tenant/Sub-tenant, the number of **Entry Level Positions** in the company that are currently filled and those that are currently available on premises leased by the City of San Francisco.
- For the successful Developer, Contractor, or Subcontractor, **Entry Level Positions** that are currently filled and those that will be available during construction work.
- For a tenant of a private commercial project that falls under Chapter 83 provisions of the City Administrative Code, the number of **Entry Level Positions** that are currently filled and those that will be available within the lease holding business at project address.
- For companies applying for the Biotech Payroll Tax Exclusion and Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion, the number of **Entry Level Positions** that are currently filled and those that will be available in the current tax year.
- For a successful organization awarded a City contract in excess of \$50,000, the number of **Entry Level Positions** that are currently filled and those that will be available within the business or non-profit organization.
- If positions listed are subject to collective bargaining agreements.

Note: If an Entry Level Position becomes available during the term of the lease and/or contract, Employer must notify the First Source Hiring Administration.

Entry Level Position means a non-managerial position that requires either no education above a high school diploma or certified equivalency, or less than two (2) years of training or specific preparation. Apprenticeship positions should be included.

Type of Employer (check one):

- Tenant
- Developer
- Contractor
- Subcontractor
- Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion applicant
- Subtenant
- Biotech Payroll Tax Exclusion applicant
- "Scene in San Francisco" Rebate applicant

Identify Project or Construction Project (if applicable):

City Department (if Contract or Lease):

Name of Employer:

Contact Person:

Street Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Signature of authorized employer representative

Date

Entry-Level Position Title	Number Currently Filled	Number Currently Available	Number Projected to Become Available in the next 12 Months	Estimated Date of Next Available Position	Subject to Collective Bargaining? (Yes/No)

Please fax, email, or mail this form SIGNED to:

Attn: Business Services
Tel: 415-701-4848
Fax: 415-701-4897



Tenant of the San Francisco Port Commission
Pier 1, San Francisco, CA 94111
(415) 274-0400



PART III Human Rights Commission

Contract Monitoring Division: Equal Benefits Program Under Chapter 12B

The following pages include information regarding the various City and County of San Francisco Ordinances and requirements for compliance of all Port Tenants.

Please review the attached information, as it is the tenant's responsibility to understand, adhere to, and submit the required information listed hereinafter.

[This page left intentionally blank.]



CITY AND COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION

PART III

S.F. ADMINISTRATIVE CODE CHAPTER 12B EQUAL BENEFITS PROGRAM

Pursuant to Chapter 12B of the San Francisco Administrative Code, the groundbreaking law known as the Equal Benefits Ordinance requires firms that provide goods or services to the City and County of San Francisco to administer benefits equally to employees with domestic partners and employees with spouses.

San Francisco's law was the first Equal Benefits Ordinance in the United States. Nineteen other jurisdictions subsequently adopted Equal Benefits Ordinances.

Since 1997, more than 20,000 businesses have achieved compliance with the Equal Benefits Ordinance. These firms employ a pool of over 5.7 million people nationwide. The advantages of the Chapter 12B Equal Benefits Ordinance extend beyond this group to the uncounted dependents who participate in domestic partner benefits

INSTRUCTIONS

The City and County of San Francisco is using a new enterprise management system. All businesses now register, view and submit bids, sign contracts, and update contact/banking/compliance information online! Follow the link below to register compliance with the 12-B Equal Benefits Program:

<https://sfgov.org/cmd/12b-equal-benefits-program>

Contract Monitoring Division
Equal Benefits Unit
30 Van Ness Avenue, Suite 200
San Francisco, CA 94102

415-581-2310

cmd.equal.benefits@sfgov.org