



## Hangar Wait List Application

1. Applicant priority on the airport's wait list for airport hangar space will be established by the date the airport actually receives an applicant's application. Available hangar space will be offered to the first applicant on the list.
2. An applicant may elect to be removed from the wait 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 will be moved to the bottom of the list if they do not accept it.
3. The airport will contact applicants by phone call when hangar space becomes available. It is the applicant's responsibility to notify the airport of any phone number changes. Applicants who fail to respond to such phone call within 3 business days forfeit available hangar space. If applicant fails to return the call within 7 days, they will be removed from the list.
4. Applicants who fail to complete required documents within 14-calendar days after accepting available space forfeit the space and wait list position. In that event, the airport will proceed as outlined above.
5. The Airport Manager has the authority to waive the wait list process when in the best interests of the airport.
6. An applicant's position on the wait list is not transferable, and is only available to those persons or entities actually named on the application.
7. 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 regulations and the terms of any storage/rental agreements with the airport.

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Wait list designation:  Planeport  Small T-Hangar  Large T-Hangar  Executive Hangar

*I have read, understand and received a copy of this application and agree to comply with the policy governing the wait list for rental space at the Olympia Regional Airport.*

**Signature:** \_\_\_\_\_

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**For Airport use only:** Received by: \_\_\_\_\_ Received on Date: \_\_\_\_\_

1st Offer Date: \_\_\_\_\_ 2nd Offer Date: \_\_\_\_\_

Olympia Airport Contact Information: (360) 528-8079, [airport@portolympia.com](mailto:airport@portolympia.com)