

Tenant Information Coversheet

Please Fax: 972-237-7560 or email GPairport@gptx.org (Confidential Information) *Required Information

Date:

*Name:	Home Phone:	
*Address:	*Cell Phone:	
	 *E-mail:	
City State Zip co	ode	
*Aircraft Make & Model:	*N-Number:	
Preferred Rental Type: □Tie-down □Patio T-□T-Hangar, Bi-Fold □T-Hangar		
Inter	rnal Use Only	
Rental Location: Move-in Date	e: Move-out Date:	
Account Number:	Combination Lock (if applicable):	
Tenant Move-in T	asks Date Initi	als
Draft lease & have tenant sign		
Collect Rent: \$ for the month of:	& Deposit: \$	
Submit lease to Airport Director for signature (Introduce	tenant if available)	
Establish account with Utility Billing		
T C (C 1/) ('C 1' 11)		
Issue Gate Card(s) (if applicable)		
Update Tenant Roster Tenant Transfor T	Posts Data Luit	ala
Transfer From: Tenant Transfer T	lasks Date Initionsfer To:	ais
Submit new lease to Utilities Customer Services	ISICI TO.	
Last/First Month Rentals Adjusted/Collected		
Submit new lease to Airport Director for signature (Intro	duce tenant if available)	
Change Gate Card(s) (if applicable)	duce tenant ii uvunuote)	
Update Tenant Roster		
Tenant Move-out/Lease Terr	mination Tasks Date Initi	als
Lease Termination Notice \square received from Tenant \square se		
Inspect/clean/repair leased premises upon Tenant move-		
Notify Utility Billing to stop billing & □ Refund or □ Ho		
Update FAA National Based Aircraft Inventory		
Cancel Gate Card(s)		
Update Tenant Roster (make inactive)		
Archive tenant files in Shared Files		