



Hangar/Lease Checklist

Tasks in Red must be accomplished prior to the tenant receiving their badge and access to the hangar.

Tenant name & Hangar Number: _____

| Task: | Completed by: | Date completed: | Initials: |
|--|----------------------------|-----------------|-----------|
| Received Hangar Waiting List Application | Tenant | | |
| Notify tenant of open hangar | FBO Manager | | |
| Tour open hangar with tenant | FBO Manager | | |
| Send lease via DocuSign | Administrative Coordinator | | |
| Coordinate with tenant to get security deposit, insurance, and aircraft registration | Administrative Coordinator | | |
| Input lease and all documents in the applicable hangar folder in the shared drive and hard copy in Director's office and add to the tenant lease sheet | Administrative Coordinator | | |
| Notify finance, security coordinator, and facilities maintenance of new tenant and give finance their lease & contact information | Administrative Coordinator | | |
| Get with tenant about obtaining payment information and security deposit | Accountant | | |
| Let executive assistant & security coordinator know when security deposit has been received | Accountant | | |
| Send tenant security coordinator's contact information to set up badging | Administrative Coordinator | | |
| Complete badging process with tenant | Security Coordinator | | |
| Get hangar lock code and let executive assistant and facilities maintenance know what it is | FBO Manager | | |
| Tenant notifies CSG staff in writing that they're vacating the hangar | Tenant | | |
| Let security coordinator and finance know that the tenant is vacating | Administrative Coordinator | | |
| Submit work order for hangar inspection | Administrative Coordinator | | |
| Complete hangar inspection and let executive assistant know of the results | Facility Supervisor | | |
| Get badge and parking permit back from tenant and return to security coordinator | FBO Manager | | |
| Let finance know if the tenant is receiving the security deposit back | Administrative Coordinator | | |
| Return security deposit to tenant (if applicable) | Accountant | | |