

Instructions for the Lease Request Form

1. These instructions apply to requests for leases of space exclusively occupied by a tenant. If the rentable space is shared by more than one entity (for example, a tenant occupies the space during the day and the parish uses it in the evenings), please use the Facility Use Agreement. That agreement does not require review by the Archdiocese.
2. A new lease request form must be filled out and submitted for every new lease requested. It must also be submitted for all lease renewals.
3. Please fill out all areas of the form. Market comparables may be found on websites such as Zillow or the parish may wish to engage the services of parishioners who are realtors to arrive at a suggested market rate for properties.
4. Submit the completed request form with attached market comparables to the Archdiocese at:
 - a. Email: christina.lewis@seattlearch.org,
 - b. Regular mail: 710 9th Ave, Seattle, WA 98104, attn. Christina Lewis, or
 - c. Fax: (206) 957-6664.
5. Do not sign leases or make assurances about terms such as rate or duration of the lease to prospective tenants until all terms of the lease have been approved by the Archdiocese.
6. Once the lease request is approved, complete a draft lease on the appropriate template (residential or commercial) and send to the Archdiocese at the above addresses/numbers for review. Once approved, the Archdiocese will sign and then the tenant and parish will need to sign.
7. Send a fully execute copy of the lease with a current renter's insurance certificate to the Archdiocese.

Notes:

- The Archdiocese is the legal owner of all real estate in the Archdiocese and must sign the leases for them to be valid. Do not allow a tenant to move into a property before obtaining an Archdiocesan signature.
 - o Provide enough time to work with the Archdiocese on new leases so that move-in dates are not delayed.
 - o All tenants must have current leases in place. Please keep track of lease expiration dates and plan to renew accordingly.
- All tenants must provide current insurance certificates showing proof of renter's insurance as required by the terms of the lease. This is due by the first effective day of the lease and by the first day of every renewed lease term.
- If your property is taxable, you should be charging full market rate absent extenuating circumstances.
- If your property is tax-exempt, the rate is operations and maintenance-based. This is not market rate but has a fairly broad definition. It should at least be covering your costs of having the tenant in the property.
- If you are not sure whether your property is taxable please inquire with the Archdiocese.
- Residential lease durations may not exceed one year.
- Commercial lease durations may not generally exceed three years. If you wish to have a longer term, please discuss this with the Archdiocese.