



Fisherman's Quay, LLC

Operations
475 Katlian Street, Ste. A
Sitka AK 99835-7588

Administrative Offices
PO Box 807
Sisters OR 97759-0807

Phone: 907-747-8344
Fax: 907-747-8349
E-mail: fishermansquav@gmail.com

Phone/Fax: 541-549-0924

Long-Term Moorage Agreement and Move-in Worksheet

Name: _____ Boat Name: _____
 Address #1: _____
 Address #2: _____
 Phone: (w) _____ (h) _____ (cell) _____
 Email: _____ Social Security #: _____
 Other contact #'s _____
 Vessel Length: _____ Moorage Location: _____ Rate: _____
 Invoice Period Option: Quarterly Semi Annual Annual Minimum Contract Term _____

Moorage Policy

- 1) The FQ has the option to utilize and occupy any contracted moorage space that is temporarily vacated by the contract tenant's vessel of record. (Vessel name should be on application)
- 2) Reasonable notices of use and (re) occupancy for contracted moorage space shall be provided both by FQ to contract tenant, and contract tenant to FQ.
- 3) Tenants must apply to FQ management in advance of subleasing any contracted space. Permission to sublease will not be unreasonably withheld.
- 4) Subleasing to other current, recently former (1 yr.) and prospective FQ tenants is not permitted. A prospective tenant is one in which within the previous year we have established contact and have discussed moorage options at the FQ.

___ I have received an FQ "Moorage Lease Policy Handbook" and agree to all terms contained within that document.

Applicant Signature: _____ Date: _____

FQ Office Use:

Site Manager notes to accounting: _____
 Approved Not approved by _____

Move-In Date _____ Electric Hookup? Y N Billed quarterly _____ Included _____
 Elect. Meter # _____ Reading on Move-in _____

Move-in Fees:

A	B	C	D	E	F	G	H	I
Move-In Date	Monthly Rent	Daily Rate	# of Days 1st Month	Prorated (Cx D)	Remaining Mos in Bill Per.	Total (Fx B) + E	Discount	Total G+H
Amount Paid _____							Sales Tax (Max \$75)	
Cash Check Credit Card								Total

Accounting Checklist: Prorated invoice to match move-in worksheet Post payment when deposit record indicates
 Fill in all customer job information Generate memorized invoice—add to invoice group period Change Item from vacant to customer name.

