

FISHERMAN'S QUAY LLC
www.fishermansquay.com

STORAGE AND MOORAGE LEASE POLICY HANDBOOK
(Revised 12/2/15)

The Fisherman's Quay is in business to provide safe, functional, waterfront-oriented storage, moorage, lodging and commercial workspace to valued customers.

Hours of Operation:

Office: 9am-11:30pm Mon, Tues, Wed, or by appointment

Phone: (907) 747-8344
Fax: (907) 747-8349
Email: Barb@fishermansquay.com

Building Access: lockers accessible anytime with door access code _____

Management Team:

Barb Bingham	Resident Manager 907-738-3557
Patrick Davis	Maintenance Manager 8am-12 pm /1:00 – 5:00 pm Mon - Fri 907-738-3724
Jena` Turner	Billing and Account questions W: 541-549-0924 Email: Jena@fishermansquay.com
Kris Calvin	General Manager W: 541-549-0924, 541-549-8992 M: 541-408-5949 Email: Kris@earthwoodhomes.com

The intent of the ground rules set forth below is to maintain harmony between all tenants and patrons of FQ merchants, and to ensure the safety and cleanliness of the facility for all. Repeat violations of any one of these operational ground rules will result in a termination of your lease privileges.

STORAGE AND MOORAGE LEASE POLICY

(Revised August 2015)

Rent Payments Locker rents are due on the first day of each billing period. You may pay quarterly (Jan 1, April 1, July 1 or Oct 1), or annually (July 1). Prorated rents shall be applied to accounts to conform to standard billing periods. Annual lease tenants receive a 5% discount for full rental payment made by due date. A monthly option is possible if you arrange with your bank to send us the required amount by check or ACH payment on the 1st of each month.

Locker units will be secured with an FQ lock for rents unpaid by the 25th of the billing month. FQ locks will be removed upon full payment of rent due, a \$25.00 lock removal fee and applicable finance charges. All collection efforts and disposal or transfer costs shall be added to the outstanding account at the rate of \$45.00/hour plus direct expenses.

A finance charge of 10.5% per year (.0875 per month, \$5.00 minimum) will be assessed on any payment received later than ten days after the due date.

Termination of Lease **A WRITTEN 30-DAY NOTICE IS REQUIRED IN ORDER TO RECEIVE YOUR MAXIMUM PRE-PAID RENT REFUND.** If no 30-day written notice has been given, you will be billed for an additional 30 days from the time of move out. Move-out notice forms are located in the FQ office. With a 30-day written notice, one hundred percent of unused prepaid rents will be refunded. Storage units held less than one year will be assessed a short-term premium of \$75.00. Upon actual move-out, please fill out a second move-out notice form to confirm the locker is vacant and swept clean.

Insurance/ Protection The Fisherman's Quay, LLC does not warrant the security of personal property or provide insurance coverage for stored items or moored vessels. You are advised to purchase your own coverage for loss or damage. Water, dust, heat or cold sensitive goods should be individually protected as necessary within your storage unit.

Tenant Liability Tenants are liable for damage incurred to FQ property or equipment. As tenant of record, you will be responsible for the time and materials necessary to repair any damage you, or other individuals sharing your locker, cause, accidentally or otherwise. _____ (initials)

Electrical Use **Due to fire hazard and escalating costs of electricity, the FQ does not provide electrical outlets in storage units. Tampering with a capped off electrical box, installing a plug adapter in a light socket and/or use of FQ electricity without manager's approval will result in immediate eviction.** _____ (initials)

No Smoking Policy and Safety Requirements **Smoking is not permitted in, on or around any FQ buildings, open dock or marina.** Fisherman's Quay management strictly enforces zero tolerance for violators who have received a first warning. No cigarette butts or trash shall be disposed of in the water, or on the dock or floats. **Storage of flammable materials is prohibited, as well as any use of heat lamps or heating devices. State law requires an 18-inch minimum clearance from all sprinkler heads.** You may be required to have your unit inspected to ensure compliance with fire safety regulations. FQ management reserves the right to secure the locker if reasonable inspection arrangements are not successful. The Fisherman's Quay is a dry wooden dock, built with creosoted materials. Creosoted material is highly flammable. **The importance of our hazardous material and No Smoking policy cannot be overemphasized.** _____(initials)

Storage unit use Storage units are principally to be used for storage—not work spaces. Please notify management if you need to use your storage unit as a temporary work space and we can provide you with extension cords for power from outside outlets. You may affix permanent shelves or platforms in your locker with approval from FQ staff. Please submit a brief written description and/or sketch. Include your name, phone number and locker number.

Storage Unit Privacy It is the FQ's policy to respect your privacy regarding stored items. However, due to safety concerns, sprinkler regulations or construction projects underway, there may be situations that require access to a storage unit. Except in cases of emergency, FQ personnel will make every reasonable effort to notify you about the need to access your unit. If we are still unable to reach you, FQ staff may enter unit and move stored items as the situation warrants. _____(initials)

Moorage and Parking Unless otherwise reserved or occupied by a moorage customer, ONE HOUR moorage for loading and unloading is available on the outside of the finger-float and face of the main dock for storage tenants and customers of commercial tenants doing business at the FQ. This courtesy is extended ONLY while you are doing business at the FQ. Leaving your vessel at the FQ while shopping off-site is not permitted. Additional loading time may be arranged, but ONLY if made in ADVANCE with Site Managers.

Garbage Disposal The Fisherman's Quay does not have capacity for bulk disposal of your garbage. Disposal of more than a grocery bag of trash in the FQ dumpster or any trash left in hallways could result in a termination of your storage privileges. Bulk dump services are provided at reduced rates if arrangements are made in advance with Quay management.

Forklift & Hoist Services Forklift and hoist services are available FREE OF CHARGE on a limited basis to FQ tenants. The forklift and hoist shall be operated by FQ personnel ONLY. Please palletize your loads prior to requesting forklift services. Additional time beyond 10-minute service will be billed to the tenant at \$30.00 per half hour (minimum). Contact FQ personnel to make arrangements.

Dogs & other Animals Dogs and other animals are allowed on the facility only for transportation to or from a boat or locker. Animals shall remain under control and by your side at all times. Excretions from your pet must be cleaned up thoroughly and immediately.

Thank you for your understanding of our ground rules. We look forward to serving you!
The Fisherman's Quay Management Team

Signature: _____

Print name: _____

Date: _____