



Request for Qualifications Spokane International Airport

Commercial Real Estate Task Order Services, #26-49-9999-012

The Spokane Airport Board (Airport) is requesting Statements of Qualifications (SOQ) from qualified consulting firms for Commercial Real Estate Task Order Services.

This Request for Qualifications (RFQ) is posted on the Airport's website at:
<http://business.spokaneairports.net/rfp>.

SOQs will be received by the Airport until **3:00 p.m. (PDT), Thursday, June 25 2026**.

It is anticipated that Professional Services Agreements (PSA's), in substantially the same form as attached, will be executed following approval by the Airport Board, if required, of specific scopes of work and contract terms.. The Airport reserves the right to award a PSA with any consulting firm that the Airport determines, in its sole discretion, is not materially or not substantively different to any other PSA awarded in connection with this RFQ.

A. SCOPE OF WORK

Scope of work will include aeronautical and non-aeronautical property appraisal services; aeronautical and non-aeronautical commercial property management; aeronautical and non-aeronautical commercial property marketing services; aeronautical and non-aeronautical lease exhibits; aeronautical and non-aeronautical purchase and sale agreement drafting; retail tenant engagement; involvement in strategic master planning process, and other commercial, industrial and municipal real estate services on an as-needed basis, with any and all services to be performed on a specific authorization of services or task order basis approved by the Airports-needed, The term of the agreements will be three (3) years and may be extended for two (2) additional one year terms. . An award of any agreement does not guarantee or ensure any consulting firm that it will be asked to perform any work under a specific authorization of services or task order basis. Rather, an agreement will authorize the consulting firm to be placed on a roster to be considered by the Airport to possibly be asked to perform work under a specific authorization of services or task order basis

Services may include:

- Aeronautical Property Appraisal Services
- Non-aeronautical Property Appraisal Services
- Aeronautical Lease Negotiations

- Non-aeronautical Lease Negotiations
- Aeronautical Commercial Property Management Services
- Non-aeronautical Commercial Property Management Services
- Aeronautical Commercial Property Marketing Services
- Non-aeronautical Commercial Property Marketing Services
- Aeronautical Lease Exhibits
- Non-aeronautical Lease Exhibits
- Aeronautical Purchase and Sale Agreement Drafting
- Non-aeronautical Purchase and Sale Agreement Drafting
- Retail Tenant Engagement, Recruitment, and Evaluation
- Involvement in the strategic master planning process
- Other Commercial, Industrial, Municipal Real Estate Services on an as-needed basis

The selected firms are expected to propose a team that is capable of providing each required service or specifically identify which service(s) the firm is capable of providing to the Airport.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting will be held in-person and virtually at **9:00 a.m. (PST), May 20, 2026** at the Airport Irv Reed Event Center at Spokane International Airport, located at 9211 W. McFarlane Road, Spokane, WA 99224. (The building is located off McFarlane Road between the Airport's Outside and Economy 1 parking lots).

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/24602841305200?p=HjqkUNKFVWzvAfeBvS>

Meeting ID: 246 028 413 052 00

Passcode: NY2Rj7Qo

Dial in by phone

[+1 929-229-5351](tel:+19292295351), [232597958#](tel:+1232597958) United States, New York City

Phone conference ID: 232 597 958#

C. SUBMITTAL REQUIREMENTS

Three (3) copies of the SOQ shall be provided with one (1) thumb drive in pdf format. Each copy shall be marked on the cover:

RFQ: Commercial Real Estate Task Order Services, #26-4926-49-9999-012

and shall contain the name of each firm responding to this RFQ.

1. Clarifications

Any clarifications or modifications will be provided in writing by the Airport and will be communicated via the Airport's website. Any request for clarifications must be received by Airport staff at least five working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

Amy L. Anderson, C.M., Manager, Properties & Contracts

E-mail: aanderson@spokaneairports.net

2. Related Information

Firms are advised to familiarize themselves with the Airport's standard Professional Services Agreement (PSA) and be prepared to accept without modification the terms and conditions contained therein. The selected consultants will be expected to execute the Airport's PSA upon definition of scope and terms.

D. STATEMENT OF QUALIFICATIONS

SOQs shall respond to each criteria listed below. SOQs should be clear and concise and formatted as outlined below to provide the Selection Committee with the following information and allow for consistent evaluation of each submittal.

1. Table of Contents

Include an identification of the material by section and page number.

2. Transmittal Letter

Provide a transmittal letter which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s).

3. Qualifications

Provide no more than 15 pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Covers and tabs will not be included in the page count.

a. *Relevant Projects.* Include and describe projects of similar scope of work that the firm and team have completed or participated on in the past five (5) years.

b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the as-needed services, identifying the primary point of contact, support staff, subconsultants, and location of office where the

majority of work of the prime consultant will be completed. Include resumes of the key project personnel identifying professional qualifications, experience, capabilities, and relevant projects each have completed.

- c. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of as-needed services and types of projects. Describe your approach to completing as-needed projects.

4. References

Provide a list of three (3) references that have specific knowledge of work performed by the consultant.

E. EVALUATION AND SELECTION

All SOQs received will be evaluated based upon the responsiveness to the RFQ. The Airport may choose to select firms based on the qualifications to be shortlisted and added to an as-needed consultant roster. Specific services will be awarded to the as-needed consultant firms as the services are requested.

The Airport reserves the right to reject any and all SOQs, to waive any irregularities in the SOQs received, and to accept the SOQs deemed most advantageous to the best interest of the Airport. All SOQs become the property of the Airport.

Spokane International Airport is an Equal Opportunity Employer and federal contractor or subcontractor. As such, the Airport and all tiers of its consultants will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a), 41 CFR 60-741.5(a) and Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A).

F. SCOPE OF WORK AND FEE PROPOSAL

Following the selection process, the Airport will enter into contract negotiations with the selected consultants. The Airport staff and consultants will meet to discuss the proposed work under the as-needed services. The selected consultants will be expected to prepare and submit proposals detailing hourly rates, fees, and anticipated reimbursable expenses. A cost analysis may be performed for each of the tasks. Work will be performed on a time and materials basis or percentage of project with a not-to-exceed amount or on a lump sum basis for each identified task. If rates, fees, mark-ups, and reimbursable items cannot be agreed upon between the Airport staff and the consultants, negotiations will be terminated. The Airport will then enter into negotiations with the next highest qualified consultant.

G. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

Spokane Airport Board
Attention: Amy L. Anderson, C.M.
Manager, Properties & Contracts
Spokane International Airport
9000 West Airport Drive #204
Spokane, WA 99224

Re: Commercial Real Estate Task Order Services, #26-49-9999-012

H. PUBLIC RECORDS AND DISCLOSURE OF SOQs

1. Property of Airport: SOQs submitted to the Airport shall become the property of the Airport and shall not be returned to the consultant.
2. SOQs are Public Records: Pursuant to Chapter 42.56 RCW, SOQs submitted to the Airport shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, SOQs shall be considered public documents and available for review and copying by the public after the award of an Agreement is made by the Airport.
3. Process for Disclosing Information: If a request is made for disclosure of all or any portion of a SOQ, the Airport will determine whether the material should be made available under the law. If the Airport determines that the material is not exempt and may be disclosed, the Airport will notify the consultant of the request and allow the consultant five (5) business days to take appropriate action pursuant to RCW 42.56.540. If the consultant fails or neglects to take such action within said period, the Airport may release the portions of the SOQ deemed subject to disclosure.
4. Indemnification: To the extent that the Airport withholds from disclosure all or any portion of consultant's documents at a consultant's request, such consultant agrees to fully indemnify, defend and hold harmless the Airport, the City and County of Spokane, their elected officials, agents and employees, from all damages, penalties, attorneys' fees and costs related to withholding information from public disclosure.
5. No Claim Against Airport: By submitting a SOQ, the consultant consents to the process outlined in this RFQ and shall have no claim against the Airport because of actions taken.



**Request for Qualifications
Spokane International Airport**

Commercial Real Estate Task Order Services, #26-49-9999-012

Name of Firm:	
Street Address:	
City, State, ZIP:	
Phone Number:	
Email Address:	
Contact:	
Additional Contact:	

Able to Perform (X)	Task
	Aeronautical Property Appraisal Services
	Non-aeronautical Property Appraisal Services
	Aeronautical Commercial Property Management
	Non-aeronautical Commercial Property Management
	Aeronautical Commercial Property Marketing Services
	Non-aeronautical Commercial Property Marketing Services
	Aeronautical Lease Exhibits
	Non-aeronautical Lease Exhibits
	Aeronautical Purchase and Sale Agreement Drafting
	Non-aeronautical Purchase and Sale Agreement Drafting
	Retail Tenant Engagement
	Involvement in Strategic Master Planning Process
	Other Commercial, Industrial, and Municipal Real Estate Services

Please return this page with the SOQ to:

**Amy L. Anderson, C.M.
Spokane International Airport
Manager, Properties & Contracts
9000 West Airport Drive #204
Spokane, WA 99224**

Reference #26-49-9999-0012

Contract #TBD

PROFESSIONAL SERVICES AGREEMENT (NON-A&E, NON-AVIATION RELATED)
for
Commercial Real Estate Task Order Services

THIS AGREEMENT, made and entered into this ____ day of _____, 2026, by and between SPOKANE AIRPORT, by and through its AIRPORT BOARD, created pursuant to the provisions of Section 14.08.200 of the Revised Code of Washington, as a joint operation of the City and County of Spokane, municipal corporations of the State of Washington, hereinafter referred to as "Airport," and _____, a _____ organized and incorporated in the State of _____, hereinafter referred to as "Consultant."

Consultant shall provide professional services for commercial real estate task order services, for the Airport on an as needed basis pursuant to a separate written authorization or written task order basis approved by the Airport.

WITNESSETH:

The parties hereto agree as follows:

1. **TIME OF PERFORMANCE:** This Agreement shall run from time of execution by both parties until terminated as provided for herein.
2. **MODIFICATION.** The Airport may modify this Agreement and order changes in the work whenever necessary or advisable. Consultant will accept modification when ordered in writing by the Airport's designated representative, the time for performance and compensation being mutually agreed upon. Consultant shall make revisions to work included in this Agreement as are necessary to correct errors and omissions appearing therein when required to do so by the Airport without additional compensation.
3. **COMPENSATION:** The Airport will pay Consultant in accordance with the Statement of Qualifications submitted to the Airport by the Consultant, incorporated herein by this reference, and a separate written authorization or written task order approved by the Airport.

The Consultant agrees that any work identified as outside of the original the separate written authorization or written task order shall be discussed with the Airport and approved in writing by the Airport prior to execution of such work. Any work completed by the Consultant outside of the separate written authorization or written task order without express written prior approval from the Airport shall be considered incidental.

4. **PAYMENT:** Consultant will send its applications for payment to:

Spokane International Airport

Attn: Properties and Contracts Department
9000 W. Airport Drive, Suite 204
Spokane WA, 99224

5. TERMINATION: Airport may terminate this Agreement by thirty (30) days' written notice to the other party and Consultant may terminate this Agreement by sixty (60) days' written notice; provided, however, the party seeking to terminate this Agreement shall not be in default. In the event of such termination, the Airport shall pay Consultant for all services rendered and expenses incurred prior to date of termination. The Airport is not obligated to pay any fees or expenses which specifically involve negligent acts or omissions on the part of Consultant.
6. COMPLIANCE WITH LAWS: Consultant shall comply with all applicable federal, state, and local laws, regulations and executive orders which are incorporated by reference.
7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION: The Consultant certifies, by execution of this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from participation in this transaction by any Federal or State department or agency. It further agrees by executing this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this Agreement.
8. OWNERSHIP OF DOCUMENTS: All reports and other related documents prepared by Consultant under this Agreement are and shall be the property of the Airport. Any reuse shall be at the Airport's sole risk.
9. ASSIGNMENTS: This Agreement is binding on the parties and their heirs, successors, and assigns. Neither party may assign or transfer its interest, in whole or in part, without the other party's prior written consent.
10. LEGAL CLAIMS AND ATTORNEY FEES:
 - A. Each party hereto shall promptly report to the other any claim or suit against it arising out of or in connection with Consultant's duties. Subject to paragraphs 20 and 27 of this Agreement, the Airport and Consultant each have the right to compromise and defend the same to the extent of its own interest; provided the defense of the same has not been tendered and accepted by the other party. Consultant is an independent contractor in every respect, and not the agent of the Airport.
 - B. In the event either party requires the services of an attorney in connection with

enforcing the terms of this Agreement or in the event suit is brought for the recovery of fees or other sums or charges otherwise payable to Consultant, the prevailing party will be entitled to reasonable attorneys' fees, Consultants' fees, witness fees and other costs, both at trial and on appeal. For purposes of calculating attorneys' fees, legal services rendered on behalf of the Airport by public attorneys shall be computed at hourly rates charged by attorneys of comparable experience in private practice in Spokane, Washington.

11. FEDERAL NONDISCRIMINATION

A. The Operator agrees to comply with pertinent statutes, Executive Orders, and such rules as are promulgated to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

B. During the performance of this Agreement, the Operator for itself, its assignees and successors in interest agrees as follows:

1. Compliance with Regulations: Operator will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are attached as Exhibit A and which are herein incorporated by reference and made a part of this Agreement.

2. Nondiscrimination: Operator, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. Operator will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Operator for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Operator of the Operator's obligations under this Agreement and the Nondiscrimination Acts and Authorities on the grounds of race, color or national origin.

4. Information and Reports: Operator will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Board or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of Operator

is in the exclusive possession of another who fails or refuses to furnish the information, the Operator will so certify to the Board or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of Operator's noncompliance with the non-discrimination provisions of this Agreement, the Board will impose such Agreement sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to cancelling, terminating, or suspending this Agreement, in whole or in part.

6. Incorporation of Provisions: The Operator will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Operator will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Operator becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Operator may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Operator may request the United States to enter into the litigation to protect the interests of the United States.

12. ANTI-KICKBACK: No officer or employee of the Airport, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
13. EXPERT LEGAL TESTIMONY: In the event of any legal or other controversy requiring the services of Consultant in providing expert testimony in connection with any project, except suits or claims by third parties against the Airport arising out of negligent errors or omissions of Consultant, the Airport shall pay Consultant for services rendered in regard to such legal or other controversy, including costs of preparation for controversy. Such payment to Consultant shall be at rates mutually agreed upon.
14. STANDARD PERFORMANCE: Consultant, in carrying out its responsibilities, acts, and duties, shall observe and meet the standard of an experienced and qualified professional Consultant familiar with the insurance industry, performing similar services under similar conditions.
15. ACCESS, APPROVALS and PERMITS: The Airport shall arrange for access to and make all provisions for Consultant to enter Spokane Airport property as required for Consultant to perform its services. Except as may be provided in individual agreements, the Airport shall furnish appropriate approvals and permits from all governmental authorities having jurisdiction over the project and such approval and

consents from others as may be necessary for completion of the project.

16. MAINTENANCE OF RECORDS: Consultant shall make available to the Airport's auditor, or his fully authorized representative, all records created as a result of the Agreement including pertinent information which Consultant shall have kept in conjunction with this Agreement and which the Airport may be required by law to include or make part of its auditing procedures, or which may be required for the purpose of funding the service contracted for herein. Consultant agrees to maintain a copy of said records for a minimum of seven (7) years following completion of its services.

17. INSURANCE:

- A. Consultant shall carry Professional Liability insurance coverage, including coverage for job supervision, in the minimum amount of \$1,000,000, per claim and in the aggregate.
- B. Consultant shall, at its expense, maintain insurance in full force and effect during the term of this Agreement in such amounts as to meet the minimum limits of liability specified below and insurance shall be placed with companies or underwriters authorized to do business in the State of Washington and carry a Best's rating no lower than A-. Failure to obtain and maintain such insurance shall constitute a default under this Agreement. The insurance policy(ies) shall be the standard comprehensive general liability insurance coverage with aircraft exclusion deleted and shall include, but not by way of limitation, bodily injury; property damage; products liability; and contractual coverage. Consultant shall also maintain a vehicular policy insuring any of its vehicular operations on the Airport and the policy shall be issued by a company authorized to do business in the State of Washington. Consultant shall promptly upon execution of this Agreement, furnish to the Airport appropriate certificates of insurance evidencing coverage affected and to be maintained for the term of this Agreement. The coverage shall not be less than \$1,000,000 combined single limit or split limits equal to and not less than \$1,000,000, for bodily injury and property damage with respect to each occurrence; such limits subject to periodic adjustments. The insurance policies shall not be subject to cancellation except after notice to the Airport by registered mail at least thirty (30) days prior to the date of such cancellation. Where any policy(ies) has/have normal expirations during the term of this Agreement, written evidence of renewal shall be furnished to the Airport at least thirty (30) days prior to such expiration. The Airport, its staff, and employees shall be named as additional insured on Consultant's Comprehensive General Liability coverage, with respect to Consultant's use of the Airport and the Premises which are subject of this Agreement. Upon written request by the Airport, Consultant shall permit the Airport to inspect all originals of all applicable policies. Required additional insured language is as follows: "The Airport, the City and County of Spokane, their elected officials, agents and employees are additional insured with respects to

Liability arising out of the operations of the named insured.”

18. INDEMNIFICATION:

- A. The Consultant shall indemnify the Airport, its elected and appointed officials, agents, employees and representatives (collectively, the “Constituents”) from only that portion of any liability that is caused by any negligent act, error, or omission by the Consultant with regard to the professional services it has performed for the Airport, as such liability is finally determined after trial and any appeal thereof. The Airport and the Constituents shall not have comparative fault for selection, administration, monitoring, or controlling the Consultant, or in approving or accepting the Consultant’s work. This paragraph shall not nullify, extend or expand any statute of limitations that is otherwise applicable to any negligence or other claim against the Consultant. This indemnification is not intended to, and does not alter or interfere with any duties that the Consultant may have under its insurance agreements, such as the duty to cooperate fully with the insurer in defending any claims, the duty to obtain the consent of the insurer to pay or compromise any claim, or the duty to refrain from prejudicing the insurer’s subrogation rights. This indemnification is solely for the benefit of the Airport and the Constituents and no third party beneficiary or other rights shall be created under this provision.
- B. Consultant hereby agrees to release and hold harmless the Airport and Constituents from any damages to the Consultant caused by noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused by the operation of aircraft landing at or taking off from, or operating at or on the Airport; and the Consultant does hereby fully waive, remise and release any right or cause of action which it may now have or which it may have in the future against the Airport, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel particles, and all other effects that may be caused or may have been caused by the operation at or on the Airport. The above exception shall not limit a cause of action against other persons or entities, including licensees, concessionaires or aircraft operators.
- C. Consultant further agrees to hold the Airport and Constituents free and harmless for any claims arising out of the damage, destruction or loss of any or all of Consultant's equipment excluding any claims arising out of the sole negligence of the Airport, the City and County of Spokane, their elected officials, agents and employees.

19. AUTHORIZATION TO PROCEED: Consultant will not begin work on any of the services listed until the Airport provides written direction to proceed.

20. FORCE MAJEUR: Neither the Airport or Consultant shall hold the other responsible for damages nor delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the others employees and agents.

21. HAZARDOUS MATERIALS: Dealing with hazardous materials is not within Consultant's obligations. An amendment to this Agreement will be required for work involving hazardous materials.
22. SERVICES OF CONSULTANT: Unless this Agreement is terminated as specified herein by reason of substantial failure of either party to fulfill its obligations under this Agreement, Consultant shall perform all services specified in this Agreement.
23. SUBMISSION OF AGREEMENT: The submission of this document for examination and negotiation does not constitute an offer or Agreement. This document shall become effective and binding only upon execution and delivery hereof by an authorized representative of each the Airport and Consultant. No act or omission of any officer, employee or agent of the Airport shall alter, change or modify any of the provisions hereof.
24. RELATIONSHIP OF THE AIRPORT AND CONSULTANT: Nothing contained herein shall be deemed or construed as creating the relationship of principal and agent, partnership, or joint venture, and no provision contained in this Agreement nor any acts of Consultant and the Airport shall be deemed to create any relationship other than that of Consultant serving as an independent contractor of the Airport.
25. SURVIVAL OF INDEMNITIES: All indemnities provided in this Agreement shall survive the expiration or any earlier termination of this Agreement. In any litigation or proceeding within the scope of any indemnity provided in this Agreement, Consultant shall, at the Airport's option, defend the Airport at Consultant's expense by counsel satisfactory to the Airport.
26. APPLICABLE LAW; VENUE; WAIVER OF TRIAL BY JURY: This Agreement, and the rights and obligations of the parties hereto, shall be construed and enforced in accordance with the laws of the State of Washington. Jurisdiction and venue for any action on or related to the terms of this Agreement shall be exclusively in either the United States District Court for the Eastern District of Washington at Spokane or the Spokane County Superior Court for the State of Washington, and the parties irrevocably consent to the personal jurisdiction of such courts over themselves for the purposes of determining such action and waive any right to assert a claim for inconvenient forum. In any action on or related to the terms of this Agreement, the parties (for themselves and their successors and assigns) hereby waive any right to trial by jury and expressly consent to trial of any such action before the court.

IN TESTIMONY WHEREOF, witness the signature of the parties hereto the day and year first above written:

SPOKANE AIRPORT BOARD

APPROVED AS TO FORM

By: _____
David S. Haring
Chief Executive Officer

By: _____
Brian M. Werst
General Counsel

Company Name
Printed Name: _____
Title: _____
UBI #: _____

SAMPLE

STATE OF _____)
) ss.

COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument and stated that he/she was authorized to execute the instrument and acknowledged it as the (Title) _____ of (Firm Name) _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public

Print Name _____

My commission expires _____

SAMPLE



LEASING BROKER REGISTRATION FORM

Prospective Lessee: (Name, Address, Telephone, Email)

Property to be registered:

Brief description of property/improvements required:

Proposed Use of Premises:

Prospective Lessee's signature below indicates:

1. Prospective Lessee is interested in leasing the space designated above. However, this form is for information purposes only and shall not be construed as an agreement to lease until a final Agreement acceptable to both the Board and Prospective Lessee has been negotiated and executed.
2. The Broker is the only Broker with whom Prospective Lessee is currently working on the lease of the space designated above.

3. Prospective Lessee acknowledges that Broker has no authority to bind or make promises or representations on behalf of the Board.

PROSPECTIVE LESSEE:

BY: _____

TITLE: _____

DATE: _____

Broker's signature below indicates:

1. Broker's agreement to be bound by the terms of the Board's Resolution No. 06-14, a copy of which the Broker acknowledges having received.
2. That Broker is representing the above Prospective Lessee to the Board and confirms that full disclosure of Broker's representation has been made to the Prospective Lessee.

BROKER:

BY: _____

TITLE: _____

DATE: _____

The Airport's signature below indicates its receipt and acceptance of the foregoing Registration Form and agreement to be bound by the terms of its Resolution No. 06-14.

SPOKANE AIRPORT:

BY: _____

TITLE: _____

DATE: _____