

## **T-hangar Switching Policy**

### **1. Establishment of Switching List:**

**In order to get on the T-hangar Switch List the following requirements must be met:**

**Obtain from Airport Manager and complete a “T-hangar Switch Application” form;**

**Submit the completed Application along with a \$50.00 non-refundable fee (applies to each applicant);**

**Indicate on the Application the Group of T-hangars wishing to switch to (Group only – not the individual T-hangar).**

**When a T-hangar becomes available the Switch List is first consulted to determine if there is an applicant (s) for a T-hangar in that Group. Notify the first applicant waiting for that Group that a T-hangar is available. If the applicant chooses not to take the available T-hangar their name is removed from the List and the remaining applicants on the List for that Group are contacted until an applicant accepts the T-Hangar or the List for that Group is exhausted, whichever comes first. If no one on the List accepts the T-hangar, proceed to the T-hangar Interest List. (In order to get back on the T-hangar Switch List the applicant must submit a new non-refundable fee and Application)**

**If the T-hangar Switch List movement results in a vacated T-hangar, the procedure must be followed for the newly vacated T-hangar.**

**The T-hangar Switch List is independent of and not related to the T-hangar Interest List and supersedes the T-hangar Interest List.**

### **2. Two consenting parties wanting to switch T-hangars:**

**Trades of T-hangars can only occur within the same Group of T-hangars;**

**These parties must seek each other out on their own, then make written request to the Airport Manager;**

**Each party must submit a \$50.00 non-refundable fee with their written request to switch T-hangars;**

**New T-hangars leases may be drawn up for execution by all parties at that point; all leases must be fully executed by parties and by an authorized official of the Airport Authority prior to any switching of T-hangars taking place.**

**T-HANGAR SWITCH APPLICATION**

**APPLICANT:**

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** Day \_\_\_\_\_ Night \_\_\_\_\_

**T-hangar number you desire if switching within current Group:** \_\_\_\_\_

**T-hangar Group applying for if switching across Groups (Check one):**

\_\_\_\_\_ **Group I (5 Unit Nested Building)**

\_\_\_\_\_ **Group II (10 Unit Nested Building)**

\_\_\_\_\_ **Group III (14 1/2 Unit Nested Building)**

\_\_\_\_\_ **Group IV (10 Unit Nested Building)**

**Attach \$50.00 NON-REFUNDABLE fee (Invalid without fee):**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**