Rental Process

Application Intake for Kitchen

1. Prospective tenant completes application
    a. If no unit is currently available, applicant is entered onto wait list and as space becomes available units are offered in order occurring on list
2. Prospective tenant is to submit with application
    a. Current City of Arcata business license
    b. Health Department Certification
    c. Proof of liability insurance
    d. List of three business references
3. City Staff screens tenants
    a. Verify application information
    b. Credit check
    c. Interview potential tenant and explain policies, sign acknowledgement (in Rules & Procedures
    d. Contact references
4. Applicant completes Commercial Lease and Deposit Receipt and provides first and last month's rent, key deposit and cleaning deposit
5. Tenant receives one key for each deposit, orientation and walk through, and Foodworks Rules & Procedures

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6. The first three months' tenancy or ten uses, whichever is first, is considered the screening period and use must be scheduled during business hours.
7. City Staff will meet tenants on-site to inspect check-in/out procedures and verify the policies are followed during the screening period.