



# City of Morro Bay

Harbor Department  
1275 Embarcadero  
Morro Bay, CA 93442  
Phone: 805-772-6254  
Fax: 805-772-6258

Fee:  
Check #:  
Date:

## APPLICATION

FOR **ASSIGNMENT** OF A CITY MASTER LEASE AGREEMENT

To be completed and returned to the Harbor Office for processing. Please print or type.

**Lease Site Number**

**Physical Address**

**Proposed Assignment Date**

Current Master Lessee Name

Assignee Name

Business/Corporation Name

Business/Corporation Name

Mailing Address

Mailing Address

City, State Zip

City, State Zip

Telephone / Email Address

Telephone / Email Address

Current Master Lessee Name

Assignee Name

Business/Corporation Name

Business/Corporation Name

Mailing Address

Mailing Address

City, State Zip

City, State Zip

Telephone / Email Address

Telephone / Email Address

Master Lessee/Representative Signature

Date

Master Lessee/Representative Signature

Date

Assignee's Signature

Date

Assignee's Signature

Date

***SEE REVERSE***

(Attach applicable documents to this application)

(Attach applicable documents to this application)

_____	Assignment application fee. (see current fee schedule)
_____	Assignee's statement of qualifications, experience and proposed operation for lease site.
_____	Assignee's current credit report with credit score rating, and; financial report.
_____	Assignee's proof of business license.
_____	Assignee's proof of general liability insurance with endorsement, effective date of assignment.
_____	Master Lessee in compliance with all terms of existing lease agreement.

*For Department Use Only – City Department Review and Approval*

**Administrative Services Director:**

By: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approved ☐ Denied

**City Attorney:**

By: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approved ☐ Denied

**Harbor Director:**

By: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approved ☐ Denied

City Council Schedule Date:\_\_\_\_\_ City Council Approved Date:\_\_\_\_\_

---

*Comments/Notes:*