

Sublease Information

17 AAC 42.270 of the Fairbanks International Airport and Ted Stevens Anchorage International Airport Regulations states: "Unless the lease, permit, or concession expressly provides otherwise, a lessee, permittee, or concessionaire may not sublease all or a portion of a lease, permit, or concession premises without the prior written consent of the airport manager under 17 AAC 42.275. A sublease made contrary to the requirements of this section and 17 AAC 42.275 is void."

If you plan to sublease all or a portion of your leased premises, you must submit **three** copies of the sublease (**four** copies if it is a sub-sublease) with **original, notarized signatures of both parties on each copy** to this office for review. The sublease must include the following information:

_____ ADA number, block and lot, room number, or physical location of the premises.

_____ Authorized uses of the sublease, which must be within the authorized uses of the prime lease.

_____ The term of the sublease, which must not exceed the term of the prime lease. (A month-to-month term is not acceptable.)

_____ A statement that the sublease is subject to all of the terms and conditions of the lease, permit, or concession governing the property being subleased.

_____ The following information about the sublessee:

_____ name and mailing address

_____ business telephone number

_____ emergency contact name and telephone number

_____ fax number.

_____ If it is a **sub-sublease**, written concurrence from the prime tenant.

Please note that a sublessee may not occupy the premises before the airport manager consents to the sublease in writing, that consent to a sublease by the airport manager does not relieve or otherwise alter the obligations of the lessee, permittee, or concessionaire under the lease, permit, or concession, and that a sublease becomes public information upon consent by the State. You may request that we informally review a proposed sublease before the sublease documents are executed; however, a sublease is effective only if the manager consents to the sublease in writing.

Please call the Leasing Office at 474-2520 if you have any questions regarding the sublease review process.