

ALASKA RAILROAD CORPORATION  
Lease Application Packet

Included in this packet are the following documents:

***Lease Overview and Timeline***

Provides an outline of Application Process

- Submit application
- Review process
- Public notice (Required by Long-term Lease Policy.) \*\*
- Appraisal acquired to determine fair market value \*\*
- Survey (if required) \*\*
- Submit to Alaska Railroad Corporation (ARRC) Board of Directors for approval
- Execute Lease

***Lease Application Procedure***

Identifies documents and information required for various business entities based on business structure—*please read carefully.*

(When all required documents have been submitted, the ARRC will initiate the lease review process.)

***Lease Application***

***Credit Application***

Bank Release Form  
Credit Information Release Form

***Personal Guaranty***

***Environmental Questionnaires***

***Other Documents***

- ARRC Long Term Lease Policy
- Sample Ground Lease (Upon Request)  
*Please note:* This document will be modified as required based on individual lease issues.

\*\* Applicant will reimburse ARRC for all costs associated with the public notice, appraisal, and survey (if paid for by ARRC) if applicant does not execute the lease after it has been approved by ARRC Board of Directors.

**ALASKA RAILROAD CORPORATION**  
**Lease Application Procedures**

Please complete the forms as listed below and provide requested information when submitting your lease application package.

**EXISTING BUSINESS**

***Sole Proprietorship***

- Lease application
- Credit application
- Statement of business purpose, prior experience of management or business owners
- Personal Guaranty
- Business License
- Business financial statements: last two years plus most recent (signed and dated)
- Business tax returns: last two years
- Written explanation of any significant financial changes over the last two years

***Partnership***

- Lease application
- Credit application
- List of Partners and percentage of ownership
- Personal Guaranty
- Business License
- Statement of business purpose, prior experience of management or business owners
- Business financial statements: last two years plus most recent (signed and dated)
- Business tax returns: last two years
- Written explanation of any significant financial changes over the last two years

***Corporation***

- Lease application
- Credit application
- Personal Guaranty
- List of Shareholders and percentage of ownership
- Business License
- Statement of business purpose, prior experience of management or business owners
- Business financial statements: last two years plus most recent (signed and dated)
- Business tax returns: last two years
- Written explanation of any significant financial changes over the last two years

**If this information has been submitted within the past year, please submit updated information only.**

**NEW BUSINESS**

- Lease application
- Credit application
- Personal Guaranty
- Business License
- List of partners or shareholders and percentage of ownership
- Statement of business purpose, prior experience of management or business owners
- Pro forma two-year income statement
- Pro forma two-year balance sheet
- Business plan if available

**All requested information must be submitted in order for lease request to be considered.**

**Note: All financial information supplied to the ARRC will remain confidential and not be released for public scrutiny under Applicable Public Records Statutes.**

# ALASKA RAILROAD CORPORATION



Corporate: P.O. Box 107500, Anchorage, AK 99510 • 327 Ship Creek Avenue, Anchorage, AK 99501

## LEASE APPLICATION

APPLICANT'S NAME:		PHONE NUMBER:	
		FAX NUMBER:	
MAILING ADDRESS:	CITY:	ST:	ZIP:
NAME TO APPEAR ON LEASE (IF DIFFERENT FROM ABOVE):		PHONE NUMBER:	
		FAX NUMBER:	
MAILING ADDRESS(IF DIFFERENT FROM ABOVE):	CITY:	ST:	ZIP:

## BUSINESS INFORMATION

APPLICANT IS: <input type="checkbox"/> INDIVIDUAL/(SOLE PROPRIETOR) <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> OTHER	IF PARTNERSHIP, WHAT TYPE:  IF CORPORATION OR LLC, ORGANIZED UNDER LAWS OF WHAT STATE:			
IF LLC, NAMES AND ADDRESSES OF ALL MEMBERS (USE BACK OF FORM IF NEEDED)				
NAME	ADDRESS	CITY	STATE	ZIP
IF PARTNERSHIP, NAMES AND ADDRESSES OF ALL PARTNERS (USE BACK OF FORM IF NEEDED)				
NAME	ADDRESS	CITY	STATE	ZIP
NAME AND ADDRESS OF AUTHORIZED REPRESENTATIVE (IF A CORPORATION, PRESIDENT, IF A PARTNERSHIP, MANAGING PARTNER)				
NAME	ADDRESS	CITY	STATE	ZIP
		LENGTH OF TIME IN SAME BUSINESS:		

## LEASE PROPERTY INFORMATION

If Less Than 5 Years In Same Business, Give Prior Employment History For Each Sole Proprietor, Member, Partner Or Corporation Principal (Use Back Of Form If Needed).		
LEGAL DESCRIPTION OF PROPOSED LEASE PREMISES:		
PROPOSED USE OF PROPERTY:	REQUESTED LEASE TERM :	DESIRED COMMENCEMENT DATE:
PRESENT IMPROVEMENTS ON PROPERTY:		
PROPOSED DEMOLITION OF PRESENT IMPROVEMENTS (IF ANY):		
TYPE AND CHARACTER OF PROPOSED CONSTRUCTION (IF ANY):		
COMMENCEMENT DATE OF PROPOSED CONSTRUCTION:	COMPLETION DATE OF PROPOSED CONSTRUCTION:	ESTIMATED COST OF PROPOSED CONSTRUCTION:
UNDERGROUND TANKS: <input type="checkbox"/> YES <input type="checkbox"/> NO	RAIL SERVICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
REQUESTED LEASE PAYMENT SCHEDULE: <input type="checkbox"/> ANNUAL <input type="checkbox"/> SEMI-ANNUAL <input type="checkbox"/> QUARTERLY <input type="checkbox"/> MONTHLY		

**LENDER/BANK INFORMATION**

INTENDED METHOD OF FINANCING IMPROVEMENTS:				
LENDER'S NAME AND ADDRESS				
NAME	ADDRESS	CITY	STATE	ZIP

**INSURANCE INFORMATION**

INSURANCE COMPANY	GENERAL LIABILITY POLICY NO:	CASUALTY POLICY NO:
NAMES OF INSURANCE AGENT(S):		
BONDING COMPANY:	BOND NUMBER:	NAME OF AGENT:

**CREDIT REFERENCES**

CREDIT REFERENCES:				
NAME	ADDRESS	CITY	STATE	ZIP

**AUTHORIZATIONS & ACKNOWLEDGMENTS**

APPLICANT, ON BEHALF OF PROPOSED LESSEE, HAS READ AND UNDERSTANDS THE ALASKA RAILROAD CORPORATION'S LONG TERM POLICY:

\_\_\_\_\_

PRINTED NAME OF APPLICANT

\_\_\_\_\_

APPLICANT'S SIGNATURE

\_\_\_\_\_

DATE

I HEREBY AUTHORIZE ANY INSTITUTE TO RELEASE CREDIT INFORMATION CONCERNING MYSELF AND/OR PARTNERSHIP OR CORPORATION TO THE ALASKA RAILROAD CORPORATION. AUTHORIZATION IS GIVEN TO ENABLE ARRC TO EVALUATE MY REQUEST TO LEASE:

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**ADDITIONAL INFORMATION**

SPACE FOR ADDITIONAL INFORMATION:

Non-Refundable Administrative Fee

With Applicant's formal application to lease, Applicant will include payment of a Five Hundred Dollar (\$500.00) administrative fee. Even if the application is denied, the fee will be retained to defray administrative costs. ARRC/Lessor may increase the administrative fee from time to time when an increase becomes necessary to cover cost. Applicant will reimburse ARRC for all costs associated with the appraisal, and survey (if paid for by ARRC) if applicant does not execute the lease after it has been approved by ARRC Board of Directors.



## CREDIT APPLICATION - TERMS & CONDITIONS

Customer herein applies for the extension of credit regarding payment for services provided by AKRR. Prior to the establishment of credit, any and all moves will be done on a cash basis.

Customer agrees:

- A) That the extension of authorized credit terms is at the discretion of AKRR. Failure to comply with the terms and conditions found herein may constitute suspension of credit or the requirement of a security deposit, surety bond or other form of insurance.
- B) *Freight,accessorial/incidental charges* are due within **30DAYS** from invoice date. Payment shall be deemed to have been made upon receipt of funds in AKRR's bank.
- C) *Passenger* charges are due within **30 DAYS** from invoice date. Payment shall be deemed to have been made upon receipt of funds in AKRR's bank.
- D) *Real estate* charges are due, without notice or demand, in advance on or before the first day of the billing term. Payment shall be deemed to have been made upon receipt of funds in AKRR's bank.
- E) All past due items will accrue late payment charges in the amount of 10.5% per annum, or the highest permissible lawful rate unless the amount is under specific, legitimate dispute between AKRR and Customer.
- F) That if payment is not made and received in accordance with the documented credit terms, AKRR is specifically authorized to pursue all legal collection remedies. Any costs incurred in the process of collecting past due indebtedness will be the responsibility of the party owing said amount.
- G) That any account shall be paid in full in accordance with the authorized credit terms extended and no deductions (by way of contra accounts or other off-sets regarding claims against AKRR) shall be made unless specific arrangements for postponing receipt of said payment (pending investigation and action by AKRR) has been authorized by an AKRR representative. In the absence of such arrangements (prior to the normal due date, "within credit terms"), the presumption will be that items billed and booked are correct.
- H) To be responsible for all freight and miscellaneous/sundry items charged to its account in accordance with information reflected on waybills. Any dispute between consignor(s) (shipper) or consignee (receiver) as to payment of these charges is to be settled between them.
- I) That unless otherwise provided, transactions are subject to AKRR's published rates, terms and conditions as provided in, but not limited to [AKRR Tariff Rates](#).
- J) That payment will be received in accordance with Customer's authorized credit terms even if Customer uses a third party payables outfit. No relief or additional days will be granted to Customer that out-sources its accounts payable. Any and all issues arising will be resolved between Customer and its Accounts Payable agent.

- K) That AKRR is entitled to obtain information from any legitimate source in support of this application.
- L) That, if available and applicable, Customer will receive and process invoices by electronic means (eg, pdf, EDI, etc).
- M) That, if available and applicable, Customer will provide remittance detail to [arremit@akrr.com](mailto:arremit@akrr.com) when sending payment.
- N) That any changes modifications or alterations to this application for credit is not permitted and shall constitute an automatic rejection at this time. Customer acknowledges that it will be required to reapply for credit.

**IN ORDER TO EXPEDITE THE PROCESSING OF THIS CREDIT APPLICATION,  
ENSURE THAT ALL REQUESTED INFORMATION IS PROVIDED.**

It is hereby warranted the policy above has been read and understood and that application information provided is correct. Furthermore, I represent that the applicant herein indicated has the financial ability and willingness to pay all invoices within established terms.

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature & Date

**EXECUTE & RETURN TO:** ALASKA RAILROAD CORPORATION  
 ATTN: ACCOUNTS RECEIVABLE  
 PO Box 100520  
 ANCHORAGE, ALASKA 99510-0520

FAX: 907.265.2517  
 EM: [arremit@akrr.com](mailto:arremit@akrr.com)

**Anchorage Telephone Numbers**  
*(For billing issues/disputes/questions)*

<b>Book freight/car locate</b>	<b>Tel</b>	<b>Fax</b>	<b>Freight Rates</b>	<b>Tel</b>	<b>Fax</b>
Customer Service	907.265.2624	907.265.2677	Marketing	907.265.2485	907.265.2597
Marketing	907.265.2485	907.265.2597			
<b>Freight bill questions</b>			<b>Tour Group Info</b>		
Accounts Receivable	907.265.2650	907.265.2517	Passenger Tour Services Coordinator	907.265.2453	907.265.2323
Revenue & Billing	907.265.2480	907.265.2517			
<b>Real Estate</b>			<b>Passenger Services</b>		
Leases	907.265.2466	907.265.2450	Accounting	907.265.2322	907.265.2323
Permits	907.265.2465				
Other	907.265-2670				

**CREDIT APPLICATION/INFORMATION**

Full Business Name		Commodity to be shipped	
Credit Amount Requested		Have you had an account with AKRR under a different name? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever filed bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, When?	State filed in
Street		State/Province / ZIP	
Tel		Fax	Website
Proprietorship <input type="checkbox"/>	Corporation <input type="checkbox"/>	Partnership <input type="checkbox"/>	LLC <input type="checkbox"/> Other <input type="checkbox"/>
State of Incorporation		Year	

**BILLING ADDRESS / INFORMATION**

Accounts Payable Contact			
Street		State/Province / ZIP	
Tel		Fax	Website
Email #1		Email #2	
Invoice format	Mail <input type="checkbox"/>	Email ( <i>preferred</i> ) <input type="checkbox"/>	

**TRADE REFERENCES**

Name of First Reference			
Address (Street or PO Box)		City	State/Province / ZIP
Tel		Fax	Email
Name of Second Reference			
Address (Street or PO Box)		City	State/Province / ZIP
Tel		Fax	Email
Name of Third Reference			
Address (Street or PO Box)		City	State/Province / ZIP
Tel		Fax	Email

**BANK REFERENCE**

Name		City, State, ZIP	
Name of Contact		Title	
Tel		Fax	Email

**DISCLOSURE & AGREEMENT:** The information above has been provided in confidence for the purpose of obtaining credit and is warranted to be true. Applicant authorizes the ARRC to investigate the references listed. The undersigned individual who is either a principal of the credit applicant or a sole proprietorship of the credit applicant, recognizing that his/her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of consumer credit report on the undersigned by ARRC, from time to time as may be needed, in the credit evaluation process. Accounts past due are subject to credit discontinuance without notice. Interest shall accrue on all past due balances at the rate of 10.5% per annum.

\_\_\_\_\_  
(PRINT CLEARLY OR TYPE) OWNER OR OFFICER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

SIGNATURE: \_\_\_\_\_

RETURN TO:

**ALASKA RAILROAD CORPORATION**

ATTN:ACCOUNTS RECEIVABLE  
PO BOX 100520  
ANCHORAGE, AK 99510-0520

EM:[arremi@akrr.com](mailto:arremi@akrr.com)  
TEL: 907.265.2650  
FAX: 907.265.2517



**CREDIT INFORMATION RELEASE FORM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

The individual/company shown below has authorized release of credit information to the Alaska Railroad Corporation. Please provide the information requested below and return promptly via fax or email.

Should you need any further information please contact me.

ALASKA RAILROAD CORPORATION

By: Accounts Receivable Manager  
[arremmit@akrr.com](mailto:arremmit@akrr.com)  
Tel: 907.265.2650  
Fax: 907.265.2517

**AUTHORIZATION TO RELEASE CREDIT INFORMATION**

I hereby authorize release of credit information to the Alaska Railroad Corporation for:

\_\_\_\_\_  
(Individual/Company)

\_\_\_\_\_  
Print Name Authorized Signature Title Date

**CREDIT INFORMATION REQUESTED**

Average Balance: \$ \_\_\_\_\_ Times Overdrawn: \_\_\_\_\_ Date Acct Opened: \_\_\_\_\_

Date Account Opened: \_\_\_\_\_ Prompt Payments? Yes  No

High Credit Amount: \$ \_\_\_\_\_ Current Balance: \$ \_\_\_\_\_

Amount Past Due: \$ \_\_\_\_\_ Terms: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**BANK RELEASE FORM**

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

The individual/company shown below has authorized release of credit information to the Alaska Railroad Corporation. Please provide the information requested below and return promptly via fax or email.

Should you need any further information please contact me.

ALASKA RAILROAD CORPORATION

By: Accounts Receivable Manager

[arremit@akrr.com](mailto:arremit@akrr.com)

Tel: 907.265.2650

Fax: 907.265.2517

**AUTHORIZATION TO RELEASE CREDIT INFORMATION**

I hereby authorize release of credit information to the Alaska Railroad Corporation for:

\_\_\_\_\_  
(Individual/Company)

\_\_\_\_\_  
Print Name Authorized Signature Title Date

**CREDIT INFORMATION REQUESTED**

Average Balance: \$ \_\_\_\_\_ Times Overdrawn: \_\_\_\_\_ Date Acct Opened: \_\_\_\_\_

**Loan History:**

**Manner of Payment**

Available Credit: \$ \_\_\_\_\_

Discounts \_\_\_\_\_

Secured Credit: \$ \_\_\_\_\_

Prompt

Current Balance: \$ \_\_\_\_\_

Slow \_\_\_\_\_ Days

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL GUARANTY (Real Estate)**

1. In consideration of and as an inducement to the Alaska Railroad Corporation ("ARRC") to enter into a new lease and otherwise do business with and extend credit to: \_\_\_\_\_, whose mailing address is \_\_\_\_\_, hereinafter referred to as "Lessee". I, \_\_\_\_\_, the undersigned Guarantor, hereby personally guarantee performance, payment, and collection of all obligations of Lessee to ARRC under said lease or otherwise, whether now existing or created in the future. This guaranty is absolute and unconditional, and is made for myself, my estate, personal representatives, executors and assigns.

2. I waive any rights I might otherwise have to: Notice of ARRC's acceptance of this guaranty; notice of changes in the obligations of Lessee to ARRC, including (but not limited to) compromises, extensions or accelerations in time for performance, releases of the Lessee or other guarantors, or the addition of other guarantors, or changes with respect to any security given by Lessee or other guarantors; notice of Lessee's default on its obligations to ARRC; and protest and notice of protest.

3. Upon Lessee's default under the terms of its lease with ARRC, I agree to immediately perform Lessee's outstanding obligations including the payment of any sums that may be due under the lease. ARRC need not seek performance, payment, or collection from Lessee or any other guarantor or any other security before seeking performance, payment, or collection from me.

4. If more than one person guarantees Lessee's performance, payment, or collection, I agree to be jointly and severally liable with all other guarantors for performance, payment, and collection. Any delay by ARRC in enforcing Lessee's obligations or my obligations under this guaranty shall not limit, release, or discharge my obligations under this guaranty. Any other person or entity liable for any obligation I have herein guaranteed may be released without affecting my liability. I agree to pay all costs and attorney's fees incurred by ARRC in enforcing its rights against Lessee and all guarantors, including myself.

5. So long as I am a shareholder or principal of the Lessee, this guaranty may not be revoked or terminated. To revoke this guaranty with respect to future obligations of Lessee, I must provide evidence satisfactory to ARRC that I am no longer a shareholder or principal of the Lessee along with written notice of revocation to ARRC's Vice President of Real Estate, such notice to be personally delivered or mailed certified mail, return receipt requested. Such revocation will not release me of liability for obligations arising before the date ARRC receives the written notice of revocation.

6. This guaranty constitutes the entire understanding between myself and ARRC, and cancels and supersedes all prior negotiations, understandings and agreements, oral or written, relating to the subject matter hereof. No amendment or modification of any of the provisions of this guaranty shall be valid unless set forth in a written amendment to this agreement signed by both parties. This guaranty is governed by the laws of the State of Alaska.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
GUARANTOR (Signature)

\_\_\_\_\_  
GUARANTOR (Print Name)

\_\_\_\_\_  
WITNESS (Signature)

\_\_\_\_\_  
WITNESS (Print Name)



# ALASKA RAILROAD CORPORATION ENVIRONMENTAL QUESTIONNAIRE

## *Current Lessee*

1. What is the nature of your business activity on this property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

a. Do you repair or maintain vehicles or equipment on this property?  Yes  No

b. Is your business subject to Title III of the Superfund Amendments and Reauthorization Act of 1986 ("Emergency Planning and Community Right-to-Know Act") based on any extremely hazardous substances, hazardous chemicals, or toxic chemicals you use, generate, or store?  Yes  No

If yes, what steps have you taken toward compliance under that law? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

c. Do you store any hazardous raw materials or hazardous waste on this property?  Yes  No

If yes, please identify. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. What waste materials do you generate?

a. Hazardous Waste?  Yes  No  
(See 40 CFR, Part 261 for definition)

b. Used or Waste Oil?  Yes  No

c. Other? \_\_\_\_\_.

3. What are your waste disposal practices? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Are there any known spills that have occurred on this property?  Yes  No

If yes, list the ADEC spill #. \_\_\_\_\_.

a. Are you aware of the actions to be taken in the event of a hazardous spill?  Yes  No

If yes, explain your course of action. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

b. Has this property been involved in any environmental cleanup in the past?  Yes  No

If so, please describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

c. Have you received any Notice of Violations, orders or clean-up requests, from any local, state, or federal agency?  Yes  No

If yes, describe, including dates and resolution. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. Please provide the following information about the property:

a. Are any water wells in use or abandoned?  Yes  No  
If yes, are they the sole source of drinking water?  Yes  No

b. Are lead or lead soldered pipes in use?  Yes  No

c. Is the facility served by the following:  
Public water supply?  Yes  No      Public sewer?  Yes  No

If no is answered to either of the above, please describe the water source and/or means of sewage disposal, as appropriate. \_\_\_\_\_.

d. Is there an area on this property that is designated for snow dump?  Yes  No

If not, where do you dispose of the snow? \_\_\_\_\_.

6. Are there any underground storage tanks located on this property?  Yes  No

If yes, what do they contain, and how many are there? \_\_\_\_\_

\_\_\_\_\_.

7. Are there any above ground storage tanks located on this property?  Yes  No

If yes, what do they contain, and how many are there? \_\_\_\_\_

\_\_\_\_\_.

8. Are there any waste discharges to surface water?  Yes  No

9. It is a requirement that all business assets and equipment are placed within the lease boundaries.  
Are you aware of your lease boundaries  Yes  No

10. If there is a structure on this property, was it constructed before 1979?  Yes  No

a. Are there any suspected asbestos containing materials (ACM) observed, such as sprayed materials on fireproofing areas, pipe insulation, floor tile, etc.?  Yes  No

b. Is there any visible evidence of peeling, cracking or flaking paint observed?  Yes  No

11. Identify all environmental or land use licenses, permits, approvals, authorizations, certifications, notices or filings which are required by any governmental agency for the operation of your business or the construction of any facilities or alteration of any property. Indicate those now held, date of issuance or filing, and date of expiration or date of application (for those not yet held). If issued or filed, attach copies.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

12. Has an environmental site audit, history, review or assessment ever been performed at this location?  
 Yes  No

If yes, state when, what result(s), and attach a copy if available. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

13. Are you aware of any environmental problems or potential environmental problems at this location or at any other locations ever owned or used in any manner by you, whether or not such problems have been identified by any federal, state, local authorities?  
 Yes  No

If yes, explain. List all real estate ever owned or used by you or any guarantor of the lease which is or may be the subject of environmental problems. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

14. Have you ever been denied any environmental license, permit, approval, authorization, or certification?  
 Yes  No

If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

CURRENT LESSEE

\_\_\_\_\_

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_



# ALASKA RAILROAD CORPORATION ENVIRONMENTAL QUESTIONNAIRE

## *Exiting Lessee*

1. What was the nature of your business activity, or use on this property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

a. Did you repair or maintain vehicles or equipment on this property?  Yes  No

b. Were any of the following activities performed on this property?

Painting	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sandblasting painted surfaces	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicle or small engine dismantling	<input type="checkbox"/> Yes	<input type="checkbox"/> No

c. Did you store any fuel or chemicals on this property?  Yes  No

If yes, please identify. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. Did you generate any waste materials on this property, other than general refuse (i. e., garbage and office waste)?  Yes  No

a. Hazardous Waste?  Yes  No  
(See 40 CFR, Part 261 for definition)

b. Used or Waste Oil?  Yes  No

c. Other? \_\_\_\_\_  
\_\_\_\_\_.

3. Are there any known spills that have occurred on this property?  Yes  No

If yes, list the ADEC spill # \_\_\_\_\_.

a. Has this property been involved in any environmental cleanup in the past?  Yes  No

If so, please describe: \_\_\_\_\_.

b. Have you received any Notice of Violations, orders or clean-up requests from any local, state, or federal agency?

Yes  No

If so, please describe: \_\_\_\_\_.

4. Please provide the following information about the property:

a. Were any water wells in use or abandoned?  Yes  No

b. Is the facility served by the following:  
Public water supply?  Yes  No Public sewer?  Yes  No

If no is answered to either of the above, please describe the water source and/or means of sewage disposal, as appropriate \_\_\_\_\_

\_\_\_\_\_.

c. Are there storm drain lines or manholes on the property?  Yes  No

5. Are there any underground storage tanks located on this property?  Yes  No

If yes, what do they contain, and how many are there? \_\_\_\_\_

\_\_\_\_\_.

6. Are there any above-ground storage tanks located on this property?  Yes  No

If yes, what did they contain, and how many were there? \_\_\_\_\_

\_\_\_\_\_.

7. If there is a structure on this property, was it constructed before 1979?  Yes  No

a. Is there any suspected asbestos containing materials (ACM) observed, such as sprayed materials on fireproofing areas, pipe insulation, floor tile, etc.?  Yes  No

b. Was there any visible evidence of peeling, cracking or flaking paint observed?  Yes  No



c. Are floor drains located in the building?  Yes  No

If yes, please describe if they empty into the storm drain, the public sewer system, or to the ground beneath the building. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

8. Identify all environmental or land use licenses, permits, approvals, authorizations, certifications, notices or filings you held during the operation of your business or the construction of any facilities or alteration of any property. (Use attached sheet if necessary, or attach a copy of the documents.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

9. Has an environmental site audit, history, review or assessment ever been performed at this location?

Yes  No

If yes, please attach a copy if available: \_\_\_\_\_

\_\_\_\_\_.

10. Are you aware of any environmental problems or potential environmental problems at this location that have been identified by any federal, state, local authorities?

Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_.

EXITING LESSEE \_\_\_\_\_

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_



# ALASKA RAILROAD CORPORATION ENVIRONMENTAL QUESTIONNAIRE

## *New Lessee*

1. What is the nature of your business activity or plans for use on this property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

a. Do you plan to repair or maintain vehicles or equipment on this property?  Yes  No

b. Will your business be subject to Title III of the Superfund Amendments and Reauthorization Act of 1986 ("Emergency Planning and Community Right-to-Know Act") based on any extremely hazardous substances, hazardous chemicals or toxic chemicals you plan to use, generate, or store?  Yes  No

If yes, what steps have you taken toward compliance under that law? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. What waste materials do you anticipate generating? You may wish to contact the Municipality of Anchorage (MOA) for Community Right-to-Know reporting requirements. (MOA, Anchorage Fire Dept, CRTK Program, 1301 E. 80th Ave, Anchorage, Alaska 99518).

a. Hazardous Waste?  Yes  No  
(See 40 CFR, Part 261 for definition)

b. Used or Waste Oil?  Yes  No

c. Other? \_\_\_\_\_  
\_\_\_\_\_.

3. Are you aware of the action to be taken in the event of a hazardous spill?  Yes  No

If yes, explain your course of action. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Please provide the following information about the property:

a. Are any water wells in use or abandoned?  Yes  No

b. Are lead or lead soldered pipes in use?  Yes  No

c. Is the facility served by the following:  
Public water supply?  Yes  No Public sewer?  Yes  No

If no is answered to either of the above, please describe the water source and/or means of sewage disposal, as appropriate: \_\_\_\_\_  
\_\_\_\_\_.

d. Is there an area on this property that is designated for snow dump?  Yes  No

If not, where do you plan to dispose of the snow? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. It is a requirement that all business assets and equipment are placed within the lease boundaries. Are you aware of your lease boundaries?  Yes  No

6. Identify all environmental or land use licenses, permits, approvals, authorizations, certifications, notices or filings which are required by any governmental agency for the operation of your business or the construction of any facilities or alteration of any property. Indicate those now held, date of issuance or filing, and date of expiration or date of Application (for those not yet held). If issued or filed, attach copies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

7. Have you ever been denied any environmental license, permit, approval, authorization, or certification?

Yes       No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

NEW LESSEE (COMPANY NAME): \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Signature: \_\_\_\_\_

Title: \_\_\_\_\_