



Victoria Jet Center

Waiting List Policy

Victoria Jet Center maintains a Waiting List for those wishing to lease Hangar storage for their Aircraft. This list is made up of Applicants who wish to lease Hangar and T Hangar space from Victoria Jet Center. Vacant Spaces at Victoria Jet Center will be offered to those applicants that are on the current waiting list.

- A.** Vacant Spaces will be offered to the next applicant on the waiting list. In order for a person to appear on the waiting list they must:
1. Complete and file an application with the Victoria Jet Center. Applications can be found online at www.flyvictoriatx.org or may be requested at the Front Desk. Applicants are solely responsible for maintaining a current mailing address, email address and phone number with the Jet Center.
 2. Pay Deposit:
 - I. Applicants are encouraged to inspect the premises for suitability prior to paying any deposit. Payment of deposit shall constitute Applicant's acceptance of the premises as being suitable for its purposes.
 - II. Applicants must pay a minimum deposit equaling to 1 (one) month's rent. Victoria Jet Center will advise Applicant of deposit amount at time of submitted application.
 - III. Refund of Deposit
 - a. All requests for refunds of deposits must be in writing
 - b. Deposits are non-refundable except for the following conditions:
 - i. Victoria Jet Center cannot accommodate the aircraft for any reason (size, weight, aircraft condition, etc.)
 - ii. Victoria Jet Center removes an applicant from the waiting list at any time, for any reason
 - iii. Applicant has waited more than 12 (twelve) months for storage space and no longer wishes hold a position on the waiting list

iv. Victoria Regional Jet reserves the right to consider extenuating circumstances on a case by case basis

- B.** Position on the waiting list will be determined by the submission date of the application and deposit to the Victoria Jet Center office.
- C.** Positions on the waiting list may not be sold, gifted or transferred.
- D.** Offers shall be made chronologically (oldest to newest.) The offer will be made by email, and by phone. Once the offer is made, the applicant must:
1. Reply to Victoria Jet Center office within 3 (three) business days to acknowledge acceptance of the offer.
 2. Upon acceptance the applicant must fill out Lease Agreement and provide a copy of their Aircraft Airworthiness Certificate and proof of insurance. If applicant is unable to provide proper documentation within 30 days of acceptance, the lease will be terminated.
 3. The deposit that the applicant made for the Waiting list will be credited to the first month's rent. Applicant is responsible for any additional fees and or rate changes prior to occupying the space.(Rates are subject to change from time Applicant was on waiting list to the time the Applicant is offered space.)
- E.** Applicants offered a Community Hangar and or T Hangar but decline:
1. A "pass" response or failure to respond in 3 (three) business days will be considered a decline.
 2. Each Applicant is permitted 1 (one) decline, however after the second decline the applicant will be removed from the waiting list. Applicant also forfeits his/her deposit.
- F.** Applicants removed from the waiting list may restore their name to the bottom of the list by submitting a new application and deposit fee.

Approved :

Airport Manager

Date