



# San Mateo County Harbor District

## NEW TENANT APPLICATION CHECKLIST

TENANT NAME: \_\_\_\_\_

TEMP BERTH: \_\_\_\_\_

### Prospective Tenant:

Welcome to San Mateo County Harbor District. Prior to accepting you and your vessel, all items on this checklist shall be complete. If you have any questions or concerns, do not hesitate to ask facility staff for assistance. Slip assignments will not be made until the Harbor Master has approved all documents and inspection reports. Vessels will be put into temporary slips and must pre-pay for first month's rent and equivalent security deposit. All the following must be turned in together when submitting the application.

Thank you,  
San Mateo County Harbor District

### Items must be completed prior to tenancy:

Date Completed:

- \_\_\_\_\_  Berth Rental Application Agreement
- \_\_\_\_\_  Signature on Berth Rental Agreement
- \_\_\_\_\_  Live Aboard Application (if applicable) including signature
- \_\_\_\_\_  Copy of current California registration or federal documentation
- \_\_\_\_\_  Copy of current insurance certificate  
- Refer to *Vessel Insurance Requirements and Rental Agreement for specifics.*
- \_\_\_\_\_  Current picture of vessel – at least 6 months old
- \_\_\_\_\_  Vessel inspection and proof of operability conducted by Harbor Patrol  
- *Schedule an inspection with staff.*
- \_\_\_\_\_  Discount Applications (if applicable) for Live Aboard (LAB) Permit  
- *Senior discount of \$35.00 for tenants 65 years of age and older.*  
- *Discount available at time of request and eligibility confirmation, and is not retroactive.*
- \_\_\_\_\_  Payment – First month's rent and equivalent security deposit  
- *If LAB, must also submit first month LAB fee and equivalent LAB security deposit.*
- \_\_\_\_\_  Copy of driver's license or approved photo ID

I understand that the berth rental agreement requires that I provide the District with 30 days written notice to terminate my monthly berth rental agreement. Initials \_\_\_\_\_