

## LAND LEASE APPLICATION & INSTRUCTIONS

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**If you require Expedited Service, notify us by checking this box. There is an additional fee of \$2,500.00 USD for this request.**

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A non-refundable fee in the amount of **\$5,750.00 USD**, completed application and an exhibit of the proposed lease premises (including dimensions, coordinates, and cardinal directions) are required to begin the lease process. The exhibit should depict any planned or existing improvements on the requested premises and the distance from the nearest track.

The non-refundable fee of **\$5,750.00 USD** includes contract preparation and basic engineering review. If your project is complex or involves HAZMAT, additional engineering review fees will be required. Additional fees will also be requested if flagging or a temporary right of entry are required for your project.

**Make all checks payable to:**

[NAME OF RAILROAD]

Memo: Pinsly Accounting Dept. (R.E. Fees)  
245 Riverside Avenue  
Suite 250  
Jacksonville, FL 32202

LIST CHECK NUMBER(S): \_\_\_\_\_

**Contact us at [Realestate-AR@pinsly.com](mailto:Realestate-AR@pinsly.com) for ACH information [state the name of the railroad in the subject line and attach the completed application with plans].**

Once an executable lease, license, or other agreement is submitted to you, it must be fully executed within thirty (30) days. Thereafter, the application and materials will be archived, and resubmission (including fees) will be required. All annual rental payments can be submitted to the same name and address shown above, please reference the agreement number in the memo for proper application of funds.

**EXPEDITED SERVICE:** Once a complete application, print or sketch, and required fees are received, including the additional fee of \$2,500 USD, an executable agreement will be made available for review within fourteen (14) business days. Please be sure to mark the box above if you require this service.

PLEASE INITIAL HERE TO INDICATE YOU UNDERSTAND THIS POLICY \_\_\_\_\_

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**IDENTIFY WHAT TYPE OF LAND USE APPLICANT IS REQUESTING:**

Beautification ( )      Farm Lease ( )      Signboard ( )      Timber ( )      Building ( )  
Production/Film ( )      Cell Tower ( )      Parking/Access ( )      Other Use ( ) \_\_\_\_\_

**APPLICANT AND PROPERTY INFORMATION:**

- 1. Legal Name of Applicant: \_\_\_\_\_
- 2. Agreement to be in the name of (if different from above): \_\_\_\_\_
- 3. Type of Entity (select ONE): Corporation \_\_\_\_\_ LLC \_\_\_\_\_ Individual \_\_\_\_\_ Municipality \_\_\_\_\_  
Partnership \_\_\_\_\_ General \_\_\_\_\_ Limited \_\_\_\_\_ Other \_\_\_\_\_
- 4. If applicable, state/province of incorporation or organization: \_\_\_\_\_
- 5. Federal Tax Identification number (U.S. Leases): \_\_\_\_\_
- 6. Mailing Address: \_\_\_\_\_
- 7. Overnight Delivery Service Address (if different): \_\_\_\_\_
- 8. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- 9. Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax No.: ( \_\_\_\_\_ ) \_\_\_\_\_
- 10. Email: \_\_\_\_\_
- 11. Email address where non-billing notices can be sent to: \_\_\_\_\_
- 12. Is Applicant a condemning authority? \_\_\_Yes\_\_\_ No
- 13. Is Applicant an active railroad shipper? \_\_\_Yes\_\_\_ No
- 14. Is track usage needed? \_\_\_Yes\_\_\_ No (**NOTE:** If track usage is required, submit a Track Lease Application)
- 15. **Billing Contact Name, Phone Number, Email, and Address Required:**

NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

16. Railroad Name: \_\_\_\_\_  
Nearest Milepost: \_\_\_\_\_ DOT No.: \_\_\_\_\_  
Track Station (from): \_\_\_\_\_ Track Station (to): \_\_\_\_\_

(Adjacent Address)  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_  
Located on the (N/S/E/W) \_\_\_\_\_ side of (landmark, intersection) \_\_\_\_\_

**Geographical Coordinates Required (in decimal degrees)**

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

- 17. Do you plan to sublease to another party? \_\_\_Yes\_\_\_ No (**NOTE:** If yes, additional information will be required.)

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18. Estimated area of land to be leased: \_\_\_\_\_ (in square feet or acres)

19. Detailed description of intended use of leased premises: \_\_\_\_\_  
\_\_\_\_\_

20. List all hazardous materials or petroleum products you will be handling on the leased premises, including STCC numbers: \_\_\_\_\_

21. Will hazardous materials or petroleum waste be generated? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please describe: \_\_\_\_\_

22. Will any improvements be constructed on the leased premises? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, Describe: \_\_\_\_\_  
(Engineering plans may need to be provided)

23. Will storage tanks be placed on the leased premises? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, How many \_\_\_\_\_, Commodity stored \_\_\_\_\_, Size \_\_\_\_\_, Above Ground  
\_\_\_\_\_ Below Ground \_\_\_\_\_, STCC \_\_\_\_\_

**24. FOR SIGNBOARD REQUESTS:**

Select ONE: Single Sided Non-Digital ( ) Double Sided Non-Digital ( )  
Single Sided Digital ( ) Double Sided Digital ( )  
Signboard dimensions: \_\_\_\_\_ FT. (width) x \_\_\_\_\_ FT. (height)  
Nearby roadway traffic volume: \_\_\_\_\_ cars per day

**25. FOR CELL TOWER REQUESTS:**

Area of pad: \_\_\_\_\_ square feet  
Tower height: \_\_\_\_\_ feet  
Select ONE: New Structure ( ) Existing Structure ( )  
Existing Railroad-owned Structure ( )  
Number of anticipated tenants: \_\_\_\_\_  
Distance from centerline of nearest rail: \_\_\_\_\_ feet  
Proposed power source: \_\_\_\_\_  
Distance from power source: \_\_\_\_\_

**26. FOR FARM REQUESTS:**

Types of commodities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tillable Area (Acres): \_\_\_\_\_

**24. FOR TIMBER REQUESTS:**

Describe the proposed access: \_\_\_\_\_  
List the types of trees to be harvested: \_\_\_\_\_  
Proposed sustainable forest plan: \_\_\_\_\_  
\_\_\_\_\_

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**27. FOR A BUILDING REQUEST:**

Check ONE: Single Family Home ( )      Multi-Family Home ( )      Warehouse ( )  
                  Office Building ( )            Trailer ( )                            Garage ( )  
                  Other ( ) \_\_\_\_\_  
Area of building or space within that is being requested: \_\_\_\_\_ square feet  
Proposed access to building: \_\_\_\_\_  
Is Parking Required: YES ( )      NO ( )      Number of Spaces: \_\_\_\_\_

**28. FOR PARKING REQUESTS:**

Number of required spaces: \_\_\_\_\_  
Proposed access to spaces: \_\_\_\_\_  
Will spaces be: Private ( )      Public ( )      Commercial ( )

**29. ADDITIONAL INFORMATION:**

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

By submitting this application for credit, you authorize Pinsly, or affiliates, to make any inquiries necessary to determine credit worthiness. You release your banking details that would assist to determine credit worthiness.

I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied in order to verify the information contained herein. Our terms of sale and service are NET 30 DAYS from the date listed on the invoice. Invoices that are beyond granted terms will be assessed a late fee of 18% APR (1.5% monthly) additional Terms and Conditions apply. A \$20.00 charge will apply for any NSF/Non-Sufficient Checks.

Date: \_\_\_\_\_      LIST CHECK NUMBER(S): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name Printed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Fax No: \_\_\_\_\_