

## **Basic Criteria For Leasing Seattle School District Facilities in Operating Schools**

1. All facilities are leased on an “AS IS” condition.
2. Lessees are required to provide their own equipment and furniture.
3. Leases in Operating Schools are on a school-year basis only; any renewals will depend on availability.
4. All leases have a cancellation provision stating that the District can cancel the lease with 90-days or less notice, depending on the term of the lease.
5. District does NOT warrant in any way that the leased space is suitable for lessee’s business purpose(s).
6. Lessees are required to obtain any necessary permits for its activities or business.
7. Lessees are responsible for any changes, improvements, cleaning, repairs & maintenance of the leased space.
8. Lessee is required to sign a lease with the terms and conditions reflecting each party’s responsibility.
9. A finalized lease agreement, insurance, security deposit and first month’s rent payment must be in place prior to occupancy.
10. In addition to the rent, lessees are charged a leasehold tax (in lieu of property tax) unless the lessee shows proof that it is specifically exempted from the Leasehold Tax. The current tax rate is 12.84% of the monthly rent. This tax is remitted to the State Department of Revenue. Questions and applications for the Leasehold Tax exemption should be directed to the State Department of Revenue.