



## Board of Harbor Commissioners

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Tom Mattusch, Treasurer  
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John Moren, Interim General Manager  
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### NEW TENANT APPLICATION CHECKLIST

TENANT NAME: \_\_\_\_\_ TEMP BERTH: \_\_\_\_\_

#### Prospective Tenant:

Welcome to the San Mateo County Harbor District. Prior to accepting you and your vessel, all items on this checklist must be completed. If you have any questions or concerns, do not hesitate to ask facility staff for assistance. Slip assignment will not be made until the Harbormaster 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.

- Berth rental application agreement
- Copy of current California registration or federal documentation
- Copy of current insurance certificate
  - Minimum of \$300,000 vessel liability insurance
  - San Mateo County Harbor District needs to be named as additional insured on policy
- Current picture of vessel – at least 6 months old
- Vessel needs to be inspected by Harbor District
  - Inspection will be held at our guest dock
  - Please schedule this with us
- Copy of driver's license or approved photo ID

#### After you have passed inspection:

- First month's rent and equivalent security deposit
- Slip will be assigned
- Keys will be issued \$11.00 each
- Dock box is \$11.00 a month