



# TENANT PERCENT FOR ART APPLICATION

Application Date: 

		-			-			Y	Y
M	M		D	D		Y	Y		

District Tenant Name (per Lease): \_\_\_\_\_  
District Tenant Business Name (dba): \_\_\_\_\_  
Authorized Tenant Signature: \_\_\_\_\_

**Tenants shall comply with Board Policy No. 608 regarding the inclusion of artworks in San Diego Unified Port District (District) tenant improvements.** All category 3 Tenant Project Plan applicants with projects \$5,000,000 or more must complete all sections of the Tenant Percent for Art application. Parks & Recreation (P&R) staff will review the application for completeness and a notification will be sent to the authorized contact below that either: A) all required information has been received and application is deemed complete, or B) the application is incomplete and more information will be required before the application can be processed. Once an application is deemed complete, P&R staff will contact the authorized contact below to schedule a preliminary meeting to discuss the Tenant Percent for Art requirement.

**If applicant is other than District tenant, this box must be checked** and District Tenant authorization below is required for an agent to act on tenant's behalf in all matters relating to this Tenant Percent for Art Application.

**Statement of Authorization: I hereby authorize** \_\_\_\_\_ (full name) to act on behalf of the above District Tenant in the processing of this application.

\_\_\_\_\_  
**Applicant's Signature (must be signed by applicant, not authorized agent)** **Title**

**TENANT OR AUTHORIZED AGENT INFORMATION**

\_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Work Phone  
\_\_\_\_\_  
Company \_\_\_\_\_ Title \_\_\_\_\_  
Cell Phone  
\_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Fax Number  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Email address \_\_\_\_\_

**TENANT PERCENT FOR ART INFORMATION**

**This application is the first step in gathering the necessary information in determining the allocation and process for your fulfillment of the Tenant Percent for Art requirement.**

Project Description: \_\_\_\_\_  
(Project description as identified in Tenant Project Application)  
Project Type: \_\_\_\_\_ Project Category: **3**  
(Project type as identified in Tenant Project Application)  
Start Date: \_\_\_\_\_  
(Estimated construction start date)

Estimated Project Cost (include current estimate for all hard and soft costs for project as outlined on page 1 of the Tenant Project Plan Application ): \$ \_\_\_\_\_  
Estimated FF&E Cost (include current estimate for furnishings, fixtures and equipment costs for project only): \$ \_\_\_\_\_  
Subtract FF&E Cost from Project Cost. This is your adjusted estimated Project Cost: \$ \_\_\_\_\_  
Calculate one percent (1%) of your adjusted estimated Project Cost. This is your Tenant Percent for Art allocation: \$ \_\_\_\_\_

Project Location: \_\_\_\_\_  
(Street Address, other location description)  
\_\_\_\_\_  
(City)

**If you have questions, please call (619) 686-6257, or send an email to: [lhofreiter@portofsandiego.org](mailto:lhofreiter@portofsandiego.org).**