



**Partner Application**

**I. OPPORTUNITY:**

New Visions Community Franklin & Polk (NVC) is seeking applications from qualified organizations – ideally those that provide community services to residents of Port Townsend and Jefferson County - who are interested in partnering in leased space at 1111 Franklin Street, Port Townsend, First Presbyterian Church. This application is intended to encourage proposers to make a commitment for a long-term partnership period of not less than 3-years.

**II. PARTNER APPLICATION AND SELECTION:**

Proposals are accepted and are processed until space is occupied.

Room(s)	Floor	Sq. Ft.	Rate	Comments
9-15	1	1,584	\$1,375/mo. Includes CAM, Utilities	Large Work Room (792 sf') surrounded by 4 offices, 2 with daylight windows. Single restroom. Steps from Copy Center and Conf. Room
20, 20M	Mezz	120	\$105/mo. Includes CAM, Utilities	Private corner office. Private Franklin Street Entrance. Perfect solo practice office space!
32-34	3	840	\$756/mo. Includes CAM, Utilities	Semi-private stair access to large Work Room (480 sf') and two well-lit offices (each 180 sf') overlooking Fillmore Street
35-36	3	420	\$385/mo. Includes CAM, Utilities	Small reception area (240 sf') off main stairs, with large office (180 sf') overlooking Fillmore Street
37	3	1,984	\$1,825/mo. Includes CAM, Utilities	Expectational space! Vaulted ceilings, multi office nooks overlooking Pt. Townsend Bay, large divisible space with private back stairs and large window overlooking Fillmore Street

NVC has adopted rental rates that average 25% of the fully burdened rate for qualified community service organizations providing a public benefit. The rental rate is subject to annual cost of living adjustments (COLA).

Community space includes - and most of CAM (Community Area Maintenance) fees consists of - fully ADA accessible: Commercial kitchen, reservable conference, meeting and event spaces. Highspeed internet, PBX phone key, networked copy center, access to fractional administrative

support and custodial services, free off-street parking.

The selected organizations are responsible for paying the leasehold excise tax through the Washington State Department of Revenue. Please submit your applications to:

New Visions Community  
1111 Franklin Street  
Port Townsend, WA 98368  
info@nvcfp.org

### **III. GUIDELINES:**

Proposals will be evaluated upon receipt. Applicants will be contacted with any questions, concerns, additional information, and notified of selection.

Please note the following general requirements that apply to all applications:  
To apply, a proposal must completely respond to each question in Section VI below.

1. The proposal must be signed by an official who is legally authorized to bind the organization, including his or her signature on the APPLICATION FOR PARTNERSHIP TENANCY.
2. Provide all references and materials required by the application instructions.
3. If clarification is required, submit questions by email to [info@nvcfp.org](mailto:info@nvcfp.org) Please allow at least two (2) business days for responses.
4. Email or deliver your signed and completed proposal to the address listed in Section II, above.
5. All applications become the property of NVC, and are valid for 12 months from submittal.
6. Site Visits. All proposers are encouraged to visit the site prior to submitting an application.
7. Use agreements are awarded for a minimum of three years and are subject to NCV's discretion.
8. The use agreement will include a COLA increase in rent every year.
9. The selected organization(s) will be expected to abide by all City of Port Townsend Ordinances, NVC expectations, business licensing, and will be expected to keep their area clean and provide daily clean-up. NVC will award exclusive agreements to the organizations that best demonstrate the ability to provide innovative, reliable, and sustainable social services to patrons while demonstrating sound and maintainable

financial capabilities of paying a rent to NVC at 10% of the fully burdened rate, plus CAM and utilities monthly.

10. Major interior and exterior building alterations and improvements are allowed subject to permission and coordination with NVC under the terms of the Use Agreement.

11. Use Agreement(s) will only confer permission to occupy and use the premises described for rental purposes. A selected organization's expenditure of any building improvements in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and/or expenditure of money thereon.

12. Compliance with Laws. The Applicant understands and agrees that performance under a Use Agreement requires compliance with all applicable Federal, State and local laws and ordinances, including regulations for licensing of individuals and any other standards and criteria necessary to assure quality of services.

#### **IV. REQUIREMENTS OF SELECTED ORGANIZATIONS:**

If your organization's application is selected, the following will be due upon issuance of a Use Agreement:

1. City of Port Townsend Business License. Please be advised that you must present a current copy of a valid City of Port Townsend Business license prior to being awarded a Use Agreement.

2. Leasehold excise tax. If not exempted, please be aware that Washington State Leasehold Excise Taxes will be due over and above any and all rental fee payments made to NVC. Proposers are advised to consult their financial advisors. At this time, Washington State Leasehold Taxes are 12.84% of the net payments to NVC. This tax is remitted to the City.

3. Cleaning deposit \$500. Selected organization(s) maybe required to pay a \$500 cleaning deposit for their rental area. Selected organization(s) will be required to clean their area daily. No items may be left outside of the unit(s) being rented. Any cleaning/disposal deemed necessary will be at the organization's sole expense. The selected organization will be required to timely reimburse NVC for any such cleaning/disposal expense incurred by the NVC. Further, NVC may retain the cleaning deposit to offset any such expense. Note: Partners can contract for fractional custodial services through NVC.

4. Insurance. Selected organization(s) shall obtain and maintain for the duration of their Agreement policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A- VII (adjusted policyholders' surplus of \$50 to

\$100 million) and authorized to do business in the State of Washington. The insurance policy shall be written on an occurrence basis. NVC shall be named as an additional insured and a copy of the endorsement naming NVC as an additional insured shall be attached to the Certificate of Insurance. The Certificate of Insurance shall be filed with NVC prior to the selected organization using space and providing services therein.

5. Compliance with laws/City codes. The selected organization(s) shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes, including the applicable state and federal guidelines.

#### **V. APPLICATION EVALUATION AND SUBMISSION PROCESS:**

Qualified proposals will be reviewed and scored. The following criteria will be used to evaluate proposals and should represent the bulk of your application. Proposals should be prepared simply, providing a straight-forward, concise description of the proposer's capability. All proposals should include completed VIII. APPLICATION FOR PARTNERSHIP TENANCY and written responses to the following:

1. Is your organization a nonprofit organization?
2. Legal name of business organization and name and information of contact person.
3. Business experience: How long has this organization been in business? Description of business and number of employees. New businesses are encouraged to apply.
4. Days and hours of operation: How many days per week and during what hours does your organization intend to operate in the NVC available? What date would your organization prefer to open? Will you be serving the public during these hours?
5. What is your organization's service provided to the community? How many people do you serve, do you serve a diverse population, do you charge for services and do you have a sliding scale?
6. Are your organization's services complementary to what is already located on the NVC? How is what you offer complementary?
7. Do your organization's services fill a gap in the community? How do your offerings fill a need in the community? How would you describe how your mission serves the community?
8. Does your organization have any alternative locations?
9. Has your organization been a good tenant, paid rent on time, and made tenant improvements at other locations where you operate or have previously operated? Or, if new, how do you intend to use/pay for the space?

10. Can your organization afford the rent amount for a minimum 3-year lease?

11. Does your organization have experience in grant writing? As NVC will continue to explore celebrating the strength of our growing community partners to be awarded grants which further our combined mission from Port Townsend's Franklin & Polk.

**VI. SCORING (100 points total):**

Business Experience/ New incubator type of experience	10
Available to the community for standard hours, serves the public	15
Service to the community: fills a gap	20
Experience as a tenant: pays rent on time, is responsible or has a plan	20
Complementary to what is already on campus	20
Quality of IX. APPLICATION FOR PARTNERSHIP TENANCY	15
Total:	100

**VII. RESERVATION OF RIGHTS:**

NCV reserves the right to reject any or all submitted proposals and to waive irregularities and informalities in the submittal and evaluation process. This application does not oblige NVC to pay any costs incurred by respondents in the preparation and submission of an application. Further, this application does not oblige NVC to accept or contract for any expressed or implied services.

New Visions Community Partners Manager, contact:  
1111 Franklin Street, Port Townsend, Washington 98368. Phone (360) 385-2525 x4  
<http://newvisionscommunity.org> | [info@nvcfp.org](mailto:info@nvcfp.org)

**New Visions Community**  
**VIII. APPLICATION FOR PARTNERSHIP TENANCY**

**Instructions:**  Check to confirm that your completed Application includes responses to questions 1-11 found on V. APPLICATION EVALUATION AND SUBMISSION PROCESS

Today's Date \_\_\_\_\_ Preferred occupancy date: \_\_\_\_\_

Primary Applicant's Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization Name \_\_\_\_\_ Phone \_\_\_\_\_

Primary's Position \_\_\_\_\_ How Long \_\_\_\_\_ personal email \_\_\_\_\_

Social Security Number \_\_\_\_\_ Drivers License # \_\_\_\_\_ Birth Date \_\_\_\_\_

2<sup>nd</sup> Owner / Principal Full Name \_\_\_\_\_ personal email \_\_\_\_\_

2<sup>nd</sup>'s Position \_\_\_\_\_ How Long \_\_\_\_\_ Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Drivers License # \_\_\_\_\_ Birth Date \_\_\_\_\_

Primary Applicants:

Present Mailing Address \_\_\_\_\_ Res. Phone \_\_\_\_\_

Previous Address \_\_\_\_\_

Personal Bank Reference \_\_\_\_\_ Branch \_\_\_\_\_

Organizations:

Business Bank Reference \_\_\_\_\_ Branch \_\_\_\_\_

Organizations Credit References:

1. Firm \_\_\_\_\_ Balance \_\_\_\_\_ Monthly Payment \_\_\_\_\_

2. Firm \_\_\_\_\_ Balance \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Organizational References: (Detail: Name, business name, address, phone number, email, and nature of your relationship)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

We understand we acquire no rights in the premise until a Partner Lease Agreement is signed and the applicable payments are received. Prior to the commencement of the Partner Lease Agreement, we understand and agree that we must pay the following deposits: (Note: Until your Application has been approved for Partner Lease Agreement, these amounts are not due:

*First Months Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Last Month Rent: \$ \_\_\_\_\_ Unit(s): \_\_\_\_\_*

*In consideration of the NVC property manager holding the premises for me, we hereby waive all rights to the return of the Security Deposit, which shall be retained as liquidated damages.*

Credit Report: We hereby authorize a Credit Reference background check for the processing and consideration of this application. An email will be sent through Experian to perform the credit check and is subject to current pricing, which shall be paid by applicant.

Dated \_\_\_\_\_ Building/Partner Manager's Signature \_\_\_\_\_

Dated \_\_\_\_\_ Primary Applicant Signature \_\_\_\_\_

Dated \_\_\_\_\_ 2nd Applicant Signature \_\_\_\_\_

New Visions Community Partner Manager contact:  
1111 Franklin Street, Port Townsend, Washington 98368. Phone (360) 385-2525 x4  
<http://newvisionscommunity.org> | [info@nvcfp.org](mailto:info@nvcfp.org)



**NEW VISIONS COMMUNITY – LEASE (PARTNERS) AGREEMENT WITH \_\_\_\_\_**

This Lease Agreement (“Agreement”) is entered into as of \_\_\_\_\_, 202\_, by and between:

**New Visions Community (NVC)**, a Washington State Non-Profit Corporation (EIN 39-2480178), operating on behalf of First Presbyterian Church Port Townsend, with principal offices at 1111 Franklin Street, Port Townsend, WA 98368, hello@nvcfp.org (hereinafter referred to as "Lessor")

AND

\_\_\_\_\_, (dba \_\_\_\_\_), a Washington \_\_\_\_\_ (EIN/UB \_\_\_\_\_), with mailing address \_\_\_\_\_, email \_\_\_\_\_ (hereinafter referred to as "Lessee").

**1. Premises**

The Lessor leases to the Lessee \_\_\_\_\_ square feet designated as Room(s) \_\_\_\_\_ (the “Premises”) located at 1111 Franklin Street, Port Townsend, WA 98368. The lease also includes access to staff parking \_\_\_\_\_ bathroom, utilities (heat, electricity, water), and Wi-Fi.

**2. Term**

The term of this Lease shall commence on \_\_\_\_\_ 202\_, and shall terminate on \_\_\_\_\_, 202\_, unless terminated earlier in accordance with this Agreement.

**3. Rent and Payment**

The Lessee shall pay to the Lessor a monthly rent of \$\_\_\_\_\_, due on or before the 5th day of each calendar month. Payments shall be made payable to **New Visions Community**, mailed or delivered to the address above or electronically as directed by NVC.

In addition, Lessee shall be responsible for payment of applicable **Leasehold Excise Tax** (currently 12.84% of rent) to the Washington State Department of Revenue, unless exempted.



#### **4. Permitted Use**

The Premises shall be used solely for Lessee permitted operations and \_\_\_\_\_ The Lessee shall not use the Premises for any unlawful purposes or activities not aligned with its stated mission without Lessor's prior written consent.

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#### **5. Maintenance and Repairs**

Lessor shall be responsible for structural repairs and maintenance of common areas. Lessee shall keep the Premises clean and in good order and shall be liable for any damage caused by its negligence or that of its agents or invitees.

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#### **6. Alterations and Improvements**

Lessee shall not make any alterations, additions, or improvements to the Premises without prior written consent from the Lessor. Any approved alterations shall become the property of the Lessor unless otherwise agreed.

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#### **7. Locks and Security**

Lessee shall not change locks, install additional locks, or restrict Lessor's access to the Premises without written consent from Lessor. Lessor retains a master key to Room(s) \_\_\_\_\_ for emergency and facility access purposes.

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#### **8. Subletting and Assignment**

Lessee shall not assign this Lease or sublet any part of the Premises without the prior written consent of Lessor, which shall not be unreasonably withheld.

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#### **9. Default and Remedies**

If Lessee fails to pay rent within 10 days after due date or breaches any other provision, Lessor may terminate the Lease upon 30 days written notice unless cured. Upon termination, Lessee shall vacate and return the Premises in good condition.



## 10. Insurance

Lessee shall maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. **NVC shall be named as an Additional Insured**, and a certificate of insurance with endorsement shall be provided before occupancy.

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## 11. Indemnification

Lessee shall indemnify and hold harmless Lessor from any liability, damage, or cost arising out of Lessee's use of the Premises, including damage or injury caused by Lessee's agents, employees, or invitees.

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## 12. Renewal Terms

Lessee shall have the option to renew this Lease for one (1) additional term of \_\_\_\_ ( ) years, subject to mutual written agreement. The renewal rate shall reflect any applicable cost-of-living adjustment (COLA), not to exceed 5% annually. Written notice of intent to renew must be provided by Lessee at least sixty (60) days prior to lease expiration.

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## 13. Termination Provisions

Either party may terminate this Lease with sixty (60) days written notice for any reason. In the event of material breach, the non-breaching party may terminate the Lease with thirty (30) days written notice, provided the breach is not cured within that period. Upon termination, Lessee shall vacate the premises and return all keys and property.

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## 14. Compliance

Lessee shall comply with all applicable federal, state, and local laws, ordinances, and fire codes, as well as the policies of First Presbyterian Church and NVC, including child safety and facility use policies. Lessee shall not use the Premises for purposes inconsistent with the mission and beliefs of NVC.

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**15. No Tenancy**

This Agreement does not create a landlord-tenant relationship under Washington landlord-tenant law. It constitutes a revocable license for the limited use of the Premises as defined herein.

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**16. Miscellaneous**

- **Cleaning Deposit:** A \$\_\_\_\_\_ refundable cleaning deposit is due prior to occupancy.
  - **Occupancy Review:** NVC reserves the right to review Lessee’s use semi-annually.
  - **Parking:** Lessee may utilize NVC identified parking in order to operate.
  - **Additional Services:** Lessee may separately contract for office, phone, copy, or meeting room services offered by NVC.
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**17. Entire Agreement**

This Agreement constitutes the entire agreement between the parties. Any amendment must be in writing and signed by both parties.

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**IN WITNESS WHEREOF**, the parties have executed this Lease Agreement as of the date first written below.

**LESSOR: New Visions Community**

**LESSEE:** \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_