



**APPLICATION PROCESS & INSTRUCTIONS**

Telephone (303) 398-0400, Fax (866) 351-9503

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# RESIDENTIAL LEASE APPLICATION FORM

**A RESIDENTIAL LEASE IS GIVEN TO THOSE WHO INTEND TO USE RAILROAD-OWNED PROPERTY FOR SINGLE-FAMILY DWELLING PURPOSES** (i.e. access road or driveway, yard space, parking, etc.) Return the completed application along with a non-refundable fee in the amount of **\$750 USD (\$951 CAD)** and a print or sketch of the proposed lease premises with dimensions, coordinates and directions. There may be additional annual fees assessed for the use of the premises.

*(Be sure to list the check number(s) at the bottom of the cover sheet AND application)*

Make check(s) payable to:

**OmniTRAX Inc.  
C/O AR Real Estate Department  
252 Clayton Street  
Denver, CO 80206**

*(As information, future payments will also be sent to the address listed above.)*

If the submitted application and/or plans require review by an environmental (HAZMAT) or other outside consultants, it will solely be at the applicant's expense and in addition to the aforementioned fees. **INCOMPLETE** applications will result in processing delays and applications without the required fees will not be processed. If you are a Canadian business or resident, this fee is a taxable supply. Include the applicable GST.

Once an executable Lease Agreement is submitted to you, the agreement must be fully negotiated and executed within thirty (30) days. Thereafter, the application and materials will be archived and resubmission (including fees) will be required.

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

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

RAIL MADE

EASY

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## RESIDENTIAL LEASE RAILROAD-OWNED PROPERTY

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1. Complete Legal Name of Applicant: \_\_\_\_\_
2. Agreement to be in the name of (if different from above): \_\_\_\_\_
3. Type of Entity (please mark 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 Notices Can be Sent to: \_\_\_\_\_
12. **Billing Contact Name, Phone Number, and Address Required:**

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

**Property Address (REQUIRED):**

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Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_



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### Geographical Coordinates Required (in decimal degrees)

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

Located on the (N/S/E/W) \_\_\_\_\_ side of (landmark, intersection) \_\_\_\_\_

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

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

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

By submitting this application for credit, you authorize OmniTRAX or affiliate, to make any inquiries necessary to determine credit worthiness. You release your banking instruction release 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 for 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: \_\_\_\_\_

**BE SURE TO RETURN THE COVER SHEET WITH YOUR APPLICATION**



To: Our Valued Potential Customer;

It is my pleasure to welcome you as a new or returning customer and we are pleased to set up an account for you. To do so, you must complete, sign and return the attached credit application, send to us by email a copy of your sales tax exempt certificate or indicate if you are not exempted and lastly; understand the conditions of sale detailed on the application.

The application information you will supply us will be used in proving credit worthiness and establishing a credit line for your company. A fully completed application is necessary for shipping product on credit terms. If you decide to send bank and trade references on your company letter head, our credit application must still be returned signed by an officer or company manager. You are able to type your information on the application itself. However we will need a written signature.

Please be aware, however; there are limited times when credit application information is not enough to establish credit at the limit you have requested. In those instances, we will request you to provide a copy of your company's most recent financial statement (balance sheet, P&L). The statement information together with the completed credit application will help us in our credit decision.

Upon approval we will send you the directions for Wiring Instructions, Lock Box, and ACH transfers' information to remittance. We assure you that the information you supply will be kept in strict confidence and for the sole use of this department.

Sincerely,

*Karen Planchon*

**Karen Planchon**

Accounts Receivables and Credit Analyst | OmniTRAX, Inc.

""Rail Made Easy""





## CREDIT APPLICATION FOR A BUSINESS ACCOUNT

### Company Information:

Parent Co Name:

Is this company a branch or subsidiary? ☐ Yes ☐ No If yes, name the parent:

Address:

City, State, Zip:

Phone:

Fax:

DBA Name: .

Fed ID # .

Tax-Exempt: ☐ Yes ☐ No If yes, sales tax exempt certificate must be attached or sales tax will be assessed.

Ever Filed Bankruptcy? ☐ Yes ☐ If yes, how long ago?

Tax ID Number:

D&B # (DUNS): .

Legal Billing Name:

Company is a ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ L.L.C ☐ P.L.C.

Corporate Registration NO:

V.A.T NO:

Annual Sales:

Are Financial Statements Available? ☐ Yes ☐ No

Numbers Years in Business:

Type of Business: ☐ Service ☐ Manufacturer ☐ Distributor ☐ Reseller ☐ End User ☐ Retailer

**NOTE: IF IN BUSINESS LESS THAN FIVE YEARS, YOU MUST COMPLETE A PERSONAL GUARANTEE**

### Third Party Billing Requirements:

Tax ID Number:

Sales Tax Exemption/Resale Certification #:

Legal Third Party Billing Name:

Address:

City, State, Zip:

Phone:

Fax:

DBA Name:

Tax-Exempt: ☐ Yes ☐ No If yes, sales tax exempt certificate must be attached or sales tax will be assessed.

Lien Waivers Required: ☐ Yes ☐ No If yes, please provide template to complete

Special Invoicing requirements: ☒ Yes ☐ No

If yes, please describe:

### Accounts Payable/Invoice processing information:

Contact Name:

Contact Phone:

Email:

Are Purchase Orders required? ☐ Yes ☐ No

Preferred Payment Method: ☐ Check ☐ ACH ☐ Visa/MasterCard

\*Please note all credit card transactions over \$20,000 will be assessed a 2% processing fee\*



## CREDIT APPLICATION FOR A BUSINESS ACCOUNT

### Shipping Address:

Name:

Address:

City, State, Zip:

Phone:

Fax:

### Bank References:

Institutions Name:

Checking Account #:

Bankers Name:

Bankers Email:

Phone:

Fax:

### Trade References:

Company 1 Name:

Contact 1 Name:

Contact 1 Email:

Contact 1 Phone:

Company 2 Name:

Contact 2 Name:

Contact 2 Email:

Contact 2 Phone:

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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 for 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.

### SIGNATURES

Title

Print Name

Date

Signature

### For CCC Use ONLY

Terms applying for: ☐ NET 30 ☐ Other Term Approved: Click here to enter text. Credit Amount Approved: Click here to enter text. Commercial Rep.: Click here to enter text. Applicant: ☐ New ☐ Existing- being renewed. ☐ Existing- requesting increase in Cr. Limit