

## **Property Leases Procedures**

### **Procedures for Applying for a Property Lease with Watco Companies, INC**

1. In order to apply for a property lease with Watco Companies, it is necessary to submit a [Land Lease Application Form](#). Simply print a copy of the form, complete it and sign it.
2. A print/sketch indicating the location of the proposed leased premises, with dimensions, should accompany the application. See the [Sample Print](#) provided in this section for an example of what this item should look like, and the kind of information it should include.
3. Processing of your Land Lease Application requires a \$250 non-refundable fee for management review and approval. This process takes a minimum of 45 days to complete. The proposed site may not be used without Watco Companies prior approval.
4. To mail your application print and forward to the Watco Property Manager, 315 West 3<sup>rd</sup> Street, Pittsburg, KS 66762.