



Massachusetts Port Authority

TENANT ALTERATION APPLICATION DEPOSIT FORM

2016

Information and Instructions

A deposit is required for all qualifying tenant alteration work.

The Deposit Form and payment must accompany the submittal of the Tenant Alteration Application to Massport’s Capital Programs Department, 1 Harborside Drive Suite 200S, East Boston, MA 02128, or be provided prior to the issuance of the Massport Approval of Tenant Alteration or other project approval.

Please submit the following:

- A W-9 form (tax ID) for the entity submitting the payment, which may be the tenant, the architect or the contractor.

Note: The check will be returned ONLY to the entity which submitted the original payment.

- This form with the information section, below, fully completed.
- Payment. Deposits may be paid online at massport.com/quickpay OR by enclosing a check with this form made payable to Massachusetts Port Authority. Deposits shall be maintained by Massport in a non-segregated non-interesting bearing account.

Deposit Schedule

<u>ESTIMATED TOTAL PROJECT COST</u>	<u>DEPOSIT AMOUNT</u>
\$20,000 or less	No deposit required
\$20,000 - \$49,999	\$2,500
\$50,000 - \$99,999	\$5,000
\$100,000 - \$249,999	\$10,000
\$250,000 - \$499,999	\$15,000
\$500,000 - \$999,999	\$20,000
\$1,000,000 and over	\$20,000 for first million + \$10,000 per subsequent million. <u>\$50,000 MAXIMUM</u>

Return of Deposit to Applicant

Deposit will be returned by mail to the Applicant at the time that the project is 1) successfully concluded OR 2) withdrawn by the Applicant OR 3) disapproved by Massport. See the *Guide to Tenant Construction* for information on Massport’s requirements for project closeout and record documentation, or contact Tenant Construction Office, Massachusetts Port Authority, 1 Harborside Drive Suite 200S, East Boston, MA 02128, or call (617) 561-1851.

The Applicant must provide complete and accurate record documentation in accordance with the Tenant CAD standard within 90 days of project completion (defined as, alternately, substantial completion or issuance of certificate of occupancy, or as agreed). If the Applicant fails to provide this information within the 90-day time frame, the deposit shall be retained by Massport. Massport reserves the right to withhold approval of future Tenant Alteration Application requests by the Applicant until such record documentation for past projects is provided.

APPLICANT INFORMATION SECTION

to be completed by applicant; please type.

Applicant (Company Name)	
Project Title	
Estimated Project Cost	
Deposit Amount Submitted	
Contact information for return of depo Name, Address, Phone and e-mail	