

Center for History & Culture Tenant and Lease Policy

Objective:	To ensure that tenants are selected for occupancy in accordance with the County's values and mission of the Tompkins Center for History & Culture.	Policy/Procedure Number:	01-54
Reference: (All applicable federal, state, and local laws)	NYS Department of Taxation & Finance, Office of Real Property Tax Services	Effective Date:	December 5, 2023
		Responsible Department:	County Administration
		Modified Date (s):	
		Resolution No.:	2023-266
		Next Scheduled Review:	December 2028
General Information:			

I. Definitions: **Common Interest** - A shared interest in a specific subject which brings people together to form a community; it structures interaction and exchange within that community. (i.e. art, history, cultures, community improvement projects, etc.)

II. Policy:

- A.** Tenants of the Tompkins Center for History and Culture shall be local not-for-profit agencies that provide arts or culture perspective to the local community.
- B.** Selection of tenants of the Tompkins Center for History and Culture shall be at the discretion of the County Administrator or their designee to be approved by the Tompkins County Legislature in accordance with this policy.
- C.** The Tompkins County Legislature shall authorize the County Administrator or designee to enter into all new or renewed lease agreements with tenants of the Tompkins Center for History and Culture.

III. Procedure:

- A.** All inquiries regarding leasing space within the Tompkins Center for History and Culture shall be directed to the County Administrator or designee.
- B.** If space is not readily available for lease, a waiting list may be established.
- C. Tenant Selection & Approval Process**
 - 1. In consultation with the current tenants, determine if potential tenant is in the common interest of the Tompkins Center for History and Culture;
 - 2. Interested tenant shall complete a lease application, which shall include two (2) previous landlord references.
 - 3. Interested tenant shall complete the following two (2) forms to determine tax status:

a. Organizational Purpose

https://www.tax.ny.gov/pdf/current_forms/orpts/rp420aborga_fill_in.pdf

b. Property Use
[rp420abuse_fill_in.pdf \(ny.gov\)](#)

4. Potential tenant should be in business for a minimum of two (2) years;
5. Interview potential tenant;
6. Reference checks provided by previous landlord(s);
7. Verify positive rent payment history;
8. Verify past rental behaviors (i.e. property damage, early terminations, complaints, etc.);
9. Prior rental history will be verified and addresses will be compared to those listed on provided documentation and the application;
10. Proof of liability insurance per County requirements.

D. Application Denial

Applicants may be denied for the following reasons:

1. Eviction proceedings within the last five (5) years;
2. Outstanding debt/judgment to any prior landlord within last five (5) years. Certified written proof of satisfied judgments may negate this automatic denial;
3. Documented history of threatening staff and/or neighboring tenants;
4. Documented history of disturbing neighbors or destruction of property;
5. Previous landlord history which shows a failure to maintain leased space in a decent and safe condition;
6. Landlord history indicating habits that adversely affect the health, safety, or welfare of other tenants or facility management;
7. Landlord history indicating unsatisfactory rental payment habits over the last twelve (12) months; and/or
8. Required liability insurance requirements cannot be met.