



Non-Residential Landlord-Tenant Disclosure & Acknowledgement Form

Non-Residential Lease Disclosure Requirements

Non-residential properties in the City of Sherwood are subject to land use restrictions intended to promote orderly growth and redevelopment, conserve and stabilize property values, and facilitate adequate provision of public facilities.

To determine if your proposed use is permitted, conditionally permitted, or not permitted in a specific zone, please review Sherwood Zoning and Community Development Code (SZCDC) Division II – Land Use and Development at <https://www.sherwoodoregon.gov/> or by contacting the Planning Department at 503-625-2308. Prospective tenants are strongly encouraged to discuss any potential use restrictions, permit requirements, and fees prior to signing a non-residential lease. Prospective tenants are entitled to a minimum of five business days to consult city staff regarding potential restrictions on the use of the property intended to be leased following the execution of this agreement. Full landlord and prospective tenant rights under City code are described in SZCDC 5.34.

Prior to the execution of a new non-residential lease, landlords and prospective tenants must complete the Non-Residential Landlord-Tenant Disclosure & Acknowledgement Form and provide a copy to the City as proof of compliance with non-residential lease disclosure requirements listed in SZDC 5.34.020.

Property Information

Address: _____

Tax Lot ID: _____ Zoning Designation: _____

Landlord Information

Name: _____ Phone: _____

Address: _____

Email: _____

Contact for Additional Information: _____

Phone: _____ Email: _____

Property Owner Information (If different from above)

Name: _____ Phone: _____

Address: _____

Tenant Information

Business Name: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

Title: _____ Email: _____

Signatures

Landlord Signature

I affirm that the information submitted in this form is correct to the best of my knowledge.

I further affirm that I have provided the tenant listed above with the appropriate information regarding zoning, permitted uses, and restrictions on the non-residential property listed above. I acknowledge that the tenant is entitled to five business days' time to consult city staff regarding potential restrictions on the use of the property intended to be leased, and that any lease entered into prior to the expiration of this time period may be rescinded and voided without any penalty to the tenant. Lastly, I acknowledge that failure to provide this information to prospective tenants prior to the execution of a new lease constitutes a violation of the City of Sherwood Municipal Code, and could result in either:

- a) Void lease, according to the provisions in SZDC Chapter 5.34.030, or
- b) Liability for the cost (up to \$20,000) in connection with bringing the leased property into compliance with applicable regulations and obtaining necessary approvals for the tenant's desired use of the property including, but not limited to, costs for necessary permits, improvements, and system development charges.

Landlord Signature

Date

Print Name

Tenant Signature

I affirm that the information submitted in this form is correct to the best of my knowledge.

I further affirm that I have received information regarding zoning, permitted uses, and restrictions on the non-residential property listed above from the landlord. I acknowledge that it is my responsibility to confirm that the use of my business is permitted in the location listed above by contacting the City of Sherwood Planning Department, and that I am entitled to a minimum of five business days following the execution of this agreement to consult with City staff for this purpose. Should the landlord listed above and I enter a lease agreement prior to the expiration of this time period, I understand it is my right to rescind and void the lease without penalty. I further acknowledge that failure to obtain approval for the proposed use prior to operation of my business at this location could result in enforcement action being taken against me by the City of Sherwood.

Tenant Signature

Date

Print Name

AFTER SIGNING RETURN TO:

**PLANNING DEPARTMENT
SHERWOOD CITY HALL
22560 SW PINE ST.
SHERWOOD, OR 97140**

OR

Email to: planning@sherwoodoregon.gov

OFFICIAL USE ONLY

Date Received: _____ Received By: _____

File #: _____