

*New Orleans Municipal Yacht Harbor Management Corporation*

**BOATHOUSE TRANSFER CHECKLIST**

No boathouse lease can be assigned without the consent of MYHMC. Here are the required steps:

1. Information Sheet: Send a fully completed Information Sheet (form attached) to MYHMC at 401 North Roadway Drive, New Orleans, Louisiana, 70124 or email to Ariane Robinson at [acgill@nola.gov](mailto:acgill@nola.gov).
2. Other Documents: Deliver the following to Ariane Robinson at MYHMC, 401 North Roadway, New Orleans, Louisiana, 70124 or email to [acgill@nola.gov](mailto:acgill@nola.gov):
  - (a) Stamped engineering report on the structural integrity of the boathouse;
  - (b) Dimensional drawing of floor plan showing total square footage of living area
  - (c) Underwater piling survey.
  - (d) A report stating the condition of the sewer lines, sewer connections, and the water lines located under the first floor or deck level of the boathouse shall be performed by a licensed plumber. It shall include a complete visual inspection of the under-deck sanitary sewer system from the vertical drop to the City's connection at the water's edge. An inspection shall be conducted to ensure that the sewer system has the proper fall and that it is free of any cracks, breaks, or imperfections. Two (2) photographs along with a detailed plot plan of the sewer system shall be included.

Wherever possible, it is recommended that sewer and water lines NOT be placed under the first floor deck level of the boathouse except as needed to connect to the City's sewer and water connections. This will greatly reduce the risk of broken/leaking pipes, and will make repairs much easier to perform. The under-deck sanitary sewer system shall be re-strapped in order to provide the proper fall and to ensure that the sewer line is completely secure and rigid from the deck joist system. The existing sewer system shall be hung from the deck floor joists using a universal PVC pipe hanger that is corrosion-proof and impact-resistant. New hangers shall be spaced two (2) feet apart in order to securely hold the sewer line in place during high and low tides. A minimum of two (2) photographs shall be provided showing that the above referenced work has been completed. Any necessary repairs to the sewer lines, sewer connections, and water lines must be performed and certified in writing by a licensed plumber, and all repairs must be completed prior to the approval and the execution of the assignment by MYHMC.

- (e) Copy of the closing statement
- (f) Signed acknowledgement of Design Criteria, Maintenance Standards, Compliance Procedures, Boathouse Rules & Regulations, and Harbor Rules & Regulations

If items a, b, or c above have been performed and provided to MYHMC within eighteen (18) months prior to a proposed transfer and assignment of a boathouse lease, these requirements may be waived at the sole discretion of MYHMC.

3. Assignment Documents: In order to effectuate an assignment of the boathouse lease you must use one of the two approved forms. If the assignor or a predecessor lessee received a default letter dated January 13, 2010, then you must use the form bearing this language at the top right on the first page: "1/13/2010 Letter Group." If not, then you use the form with this language at the top right on the first page: "Standard Form." If the Assignee and/or Assignor is a corporation, a valid resolution showing the authority of the person signing must be furnished and if the Assignee and/or Assignor is an LLC, a signing certificate showing the authority of the person signing must be furnished.
4. Rent Payments up to Date: MYHMC will not execute the Consent on the assignment unless all rent and late fees have been paid up through the date of the closing. To get information on what is outstanding call MYHMC's accountant, Wayne Bloom, at 504-283-9676 or send an email to him at whbloom@nola.gov.
5. Insurance: MYHMC will not execute the Consent on the assignment in the absence of adequate proof of insurance. For what insurance is required read the "Insurance" provision in the Lease.
6. Closing/Signing Consent on Assignment: No one from MYHMC will attend your closing. Instead, you need to send the fully executed Assignment and the 3% transfer fee to MYHMC. They should be sent to MYHMC at 401 N Roadway, New Orleans, LA 70124. If the Assignment document has not been edited, the rent and other payments are up to date, the documents and information specified in No. 1 and No. 2 above have been received in proper order and the transfer fee check is delivered, the Consent will then be executed by MYHMC and returned. If you want to proceed more expeditiously than by mail, make alternative arrangements by contacting Ariane Robinson at MYHMC:

Ariane Robinson  
401 N Roadway  
New Orleans, LA 70124  
Telephone: (504) 283-9676  
acgill@nola.gov

*New Orleans*  
*Municipal Yacht Harbor Management Corporation*

**ACKNOWLEDGEMENT**

Design Criteria, Maintenance Standards, Compliance Procedures, Boathouse Rules & Regulations  
and Harbor Rules & Regulations

The Design Criteria, Maintenance Standards, Compliance Procedures, Boathouse Rules & Regulations and Harbor Rules & Regulations have been established by the New Orleans Municipal Yacht Harbor Management Corporation (“MYHMC”) pursuant to the Leasehold Improvements provisions contained in the leases for boathouses located at the Municipal Yacht Harbor (“Boathouse Lease”). They may be amended from time to time by the Board of Directors of MYHMC in the manner specified in the Boathouse Lease. Each lessee under a Boathouse Lease (“Boathouse Lessee”) is obligated to comply with these Design Criteria, Maintenance Standards, Compliance Procedures, Boathouse Rules & Regulations and Harbor Rules & Regulations.

**VIOLATION OF ANY DESIGN CRITERIA OR MAINTENANCE STANDARDS, BOATHOUSE RULES & REGULATIONS COMPLIANCE PROCEDURES, OR HARBOR RULES & REGULATIONS BY A BOATHOUSE LESSEE SHALL BE A BREACH OF SAID BOATHOUSE LEASE AND SUBJECT THE BOATHOUSE LESSEE TO THE REMEDIES AVAILABLE TO THE MYHMC FOR BREACHES UNDER SAID LEASES.**

**Boathouse Lessee Acknowledgment and Agreement**

I (We) the undersigned Boathouse Lessee(s) acknowledge the posting of the Design Criteria, Maintenance Standards, Compliance Procedures, Boathouse Rules & Regulations and Harbor Rules & Regulations at [www.nomunicipalharbor.com](http://www.nomunicipalharbor.com) and agree to comply with the MYHMC Design Criteria, Maintenance Standards, Compliance Procedures, Boathouse Rules & Regulations and Harbor Rules & Regulations both as presently in force and as amended in the future.

\_\_\_\_\_  
Boathouse Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Boathouse Lessee

\_\_\_\_\_  
Date

Applicable to Boathouse Number:



*New Orleans Municipal Yacht Harbor Management Corporation*

**BOATHOUSE TRANSFER INFORMATION SHEET**

Boathouse Number: \_\_\_\_\_

Proper name of transferor: \_\_\_\_\_

Proper name of transferee: \_\_\_\_\_

Amount being paid in the sale: \_\_\_\_\_

Full contact information for the transferee, including:

- Full name (a person, if transferee is an entity):  
\_\_\_\_\_
- Mailing address: \_\_\_\_\_  
\_\_\_\_\_
- Business phone: \_\_\_\_\_
- Home phone: \_\_\_\_\_
- Cell phone: \_\_\_\_\_
- Email address: \_\_\_\_\_

Closing Information:

- Anticipated closing date: \_\_\_\_\_
- Person primarily responsible for closing documents (contact person for MYHMC): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Either mail this information sheet to MYHMC at:  
401 North Roadway, New Orleans, LA 70124

OR

Email it to Ariane Robinson at:  
acgill@nola.gov  
Ph: (504) 283-9676