



## Boulder City Municipal Airport Airport Administration Office

1201 Airport Road Ste 200  
Boulder City Nevada 89005  
702.293.9405(Main Line)  
702.293.6242(Fax)

# Hangar/Lease Transfer of Ownership Guide

In order to complete transfers of ownership on a hangar or a lease please read this guide and fill out the attached form.

All users and hangar owners of the Boulder City Municipal Airport (Airport) are required to review and abide by the Airport Rules and Minimum Standards (copies available online or in the Airport Administration Office). Prospective buyers are advised to do their due diligence in researching the hangar and lease history; it is the new owner's sole responsibility to ensure there are no claims or liens on the property, to read and understand the terms and conditions of the ground lease, City of Boulder City, Boulder City Municipal Airport Rules and Minimum Standards, and FAA regulating documents. As a federally obligated airport, hangars are for the storage of aircraft.

*All lease documents are public record and can be viewed by visiting [www.bcnv.org](http://www.bcnv.org). Look under View Public Records → Click "Click Here to Browse the Public Records" (located under the search bar) → select: City Clerk's Office → Airport Hangars. From here you can view all the airport hangar leases.*

The following documents must be turned in together to the Airport Administration Office to record the transfer of ownership. If a lease assignment is required the Airport Administrative Office will produce the documents necessary to record the assignment of lease with the City of Boulder City.

### Document Checklist

- Complete Transfer of Ownership Form (new ownership/name change)**
- Copy of Bill of Sale or QuitClaim Deed**
- Copy of Aircraft Registration** for aircraft to be stored in hangar & based at BVU
- Copy of Certificate of Insurance:** *listing City of Boulder City as Additionally Insured*

The City of Boulder City's Utility Department can be contacted to turn on water and electric if needed. It is the responsibility of the new hangar owner to inform the Clark County Assessor Office to record new ownership of the hangar.

#### Important Contacts:

Boulder City Utility Department  
401 California Ave  
Boulder City, NV 89005  
702-293-9244

Clark County Assessor  
500 S Grand Central Parkway  
Las Vegas, NV 89155  
PH 702-455-4997

The Boulder City Airport has security fencing and access control for point of entry at the airport. An Access Control Badge is required. You can obtain a badge application on the airport website or at the Administration Office. A driver's license and non-refundable fee is required.



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# Request for Transfer of Ownership

Today's Date \_\_\_\_\_ Hangar TW # \_\_\_\_\_ Lease No. \_\_\_\_\_

**Seller (Current Owner)**

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Buyer (Future Owner)**

Contact Name \_\_\_\_\_

Billing/Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

In Case of Emergency Contact/PH \_\_\_\_\_

Buyer Signature \_\_\_\_\_

Buyer read and initial:

- \_\_\_\_\_ I understand hangars at Boulder City Municipal Airport are for the storage of Aircraft
- \_\_\_\_\_ I understand an administrative fee may appear on my first bill for \$100 for the lease transfer
- \_\_\_\_\_ I understand it is my responsibility to update the Clark County Assessor's office upon purchasing the hangar
- \_\_\_\_\_ I agree to abide by the Boulder City Municipal Airport Rules and Minimum Standards, Boulder City Nevada Code, and all state and federal rules and regulations, as may be amended.

Aircraft Registration	Make/Model	Type of Aircraft	Registration Attached ✓	Aircraft Based at BVU ✓
		<input type="checkbox"/> Single <input type="checkbox"/> Multi <input type="checkbox"/> Helicopter		
		<input type="checkbox"/> Single <input type="checkbox"/> Multi <input type="checkbox"/> Helicopter		

**AIRPORT OFFICE USE ONLY**

ASSOCIATION HANGAR: None / BCCOA#1 / BCCOA#2 / BCCOA#3 / Blue Sky

RENTAL: No / Yes \_\_\_\_\_ FUTURE RENTAL: No / Yes – Sublease Approval Needed

DOCUMENT CHECKLIST:

Bill of Sale/QuitClaim                       Aircraft Registration

BADGE/RETURNS:              Deactivate Sellers Badges               Deactivate Rental Badges               Issue New Badges