

# REAL ESTATE DEPARTMENT

## Newsletter for Airport Tenants



CITY OF BEND



**August – 2025**

## Reversion Deferral Program (RDF) Update

If you applied for the RDF program, draft leases are currently in progress. Expect to receive a version for review within the next few weeks.

### Important:

To receive your RDF lease for signatures, ensure:

- Your **General Liability Insurance Policy** is current.
- Your **fully compliant** with your existing lease terms and conditions.



## Late Fees – Effective July 1, 2025

The City of Bend is now enforcing late fees for past-due rent payments.

### Policy Reminder:

- Rent not received by the 10<sup>th</sup> of each month will incur a late fee as outlined in your lease agreement.
- This marks the end of the previous leniency period.

## Hangar Inspections – Temporarily On Hold

### City of Bend Ground Lease Tenants:

All inspections are paused due to staffing changes. We will notify tenants once inspections resume.

# Tenant Insurance Audit

The Real Estate Department is auditing tenant insurance policies.

You will receive notices if your policy is:

- Expired
- Near expiration
- Missing or non-compliant

## **Required Coverage:**

- \$1M General Liability for **individual tenants**
- \$2M General Liability for **commercial tenants**

**Action Required:** Submit updated proof of insurance within **1 week** of receiving notice.

Additional insurance requirements may apply, please review the terms of your lease or check spreadsheet [here](#) for additional insurance requirements.

**Failure to comply may result in further action.**

**How to Submit Your Proof of Insurance:** Visit the “Forms” section on the City of Bend Municipal Airport Website, Tenant Information portal, to submit proof of insurance at the following link: <https://rb.gy/eyhlro>

For additional information on City of Bend insurance requirements for Airport tenants, please refer to “4 Things to Know – Insurance Requirements for Tenants” at: <https://rb.gy/1swuan>



# Common Areas Reminder

Areas beside leased hangars are designated as “Common Areas”.

Please remove any items such as:

- Tires
- Pallets
- Trash
- Trailers

**Non-compliance may result in a Default of Lease notice.**

## Contact Us

For any inquiries related to real estate matters at the Bend Municipal Airport, please contact: [RealEstate@bendoregon.gov](mailto:RealEstate@bendoregon.gov)



## Tenant checklist – August 2025

- Watch for RDF lease drafts
- Check your insurance policy expiration
- Submit proof of insurance within 1 week of notice
- Remove items from common areas
- Ensure rent is paid by the 10<sup>th</sup> of each month to avoid fees