

Termination Notice

Account#: _____

Name: _____

Slip Location: Dana Island _____

Dana Cove _____

I hereby give the Marina my **30-day written notice** of termination of my tenancy at the Dana Point Marina Company, East Basin. (Vessel will be removed from the marina on or before the 30th day)

- Your termination was received/presented: _____
(Office use only)
- Your effective date is: _____
(Office use only)
(Last day you are responsible for rents)
- **You must remove your vessel by midnight:** _____
(Incl. all belongings, i.e. boat slip liner, dock box contents, steps, etc.)

Please attempt to early fill my slip:

My slip will be vacant on _____

Initial _____ Date _____

With your permission the Marina will attempt to fill the slip prior to the effective date of this notice of termination. This is done as a courtesy and the Marina is under no obligation. Your slip must be vacant and your dock box must be empty by the date noted above. You are still responsible for the fees until the effective date of your 30 day notice, or until the slip is rented to another tenant, whichever comes first.

Signature _____ Date _____

Marina Representative _____ Date _____

Final Dock Check

Dock checks must be completed on the morning following the effective date of the termination. If tenant has failed to vacate, please notify customer service.

CX Account: CF/Doc Name _____ Make/Model _____

1st Dock check Date: _____

- CF# or Doc Name _____
- Description _____

Berth was vacant. Dock Box Clean Dock Box Impounded

DOCK CHECK PERFORMED BY:

2nd Dock check Date: _____

- CF# or Doc Name _____
- Description _____

Berth was vacant. Dock Box Clean Dock Box Impounded

DOCK CHECK PERFORMED BY:

Date sent to Dockmaster: _____ Slip early filled

New Tenant Name _____

Account Number _____

Comments: _____

Approved for SD Reconciliation

Authorized Signature _____ Date _____