

## 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 30<sup>th</sup> 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 \_\_\_\_\_

### **\*For Terminations of Temporary Slips:**

Please remove my name from the \_\_\_\_\_ waitlist. Signature \_\_\_\_\_.

I understand that by remaining on the \_\_\_\_\_ waitlist, my security deposit will become my waitlist deposit. Initial \_\_\_\_\_.

## 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 \_\_\_\_\_

1<sup>st</sup> Dock check Date: \_\_\_\_\_

- CF# or Doc Name \_\_\_\_\_
- Description \_\_\_\_\_

Berth was vacant.  Dock Box Clean  Dock Box Impounded

### **DOCK CHECK PERFORMED BY:**

2<sup>nd</sup> Dock check Date: \_\_\_\_\_

- CF# or Doc Name \_\_\_\_\_
- \_\_\_\_\_
- Description \_\_\_\_\_

Berth was vacant.  Dock Box Clean  Dock Box Impounded

Slip early filled

Tenant Name \_\_\_\_\_

Account Number \_\_\_\_\_

Comments: \_\_\_\_\_

Approved for SD Reconciliation

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_