



PORT OF KINGSTON

Notice to Vacate Monthly Kayak Space

Space # _____

I, _____, am giving my **(30) thirty days-notice** to vacate my kayak space.

_____ My kayak is currently out of the space.

_____ My kayak will vacate the space on _____
Date

I am returning gate keys (#) _____. Deposits will be refunded by the port, if applicable.

If it applies, I am also returning parking passes (#) _____.

If not returned, I understand the Port will render the pass as lost and void.

Tenant Signature

Port of Kingston Acknowledgement

Date of Notice Given

Date Acknowledged

of Gate Keys Returned

of Parking Passes Returned

FOR OFFICE USE ONLY

NOTES:

<input type="checkbox"/> Refund Given		Deposit on Hand	Deposit Forfeited	Deposits Applied	Refund
<input type="checkbox"/> Final Invoice Sent	Gate Key(s)				