



PORT OF KINGSTON

# Notice to Vacate Small Watercraft Facility

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)				