



PORT OF KINGSTON

Notice to Vacate Permanent Moorage Slip

Slip # _____

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

If I am currently on any waitlist(s) from my original application, I would like to remain on said lists for future occupancy. I agree to pay the \$25.00 annual fee to remain on the list.

Please list below. (Subject to verification by Port Staff)

_____ Waitlist (select which list, ex. A, B, C etc.)

If I am on the waitlist as a "Transfer" status I agree to pay the Port of Kingston the non-refundable annual application fee today. Initial _____. (Subject to verification by Port Staff.)

_____ My boat is currently out of the slip, or

_____ My boat will vacate the slip on _____ Date

I am returning _____ gate keys. Deposits will be refunded by the Port of Kingston.

I am also returning parking passes (#) _____. If not returned, I understand the Port will render the pass as lost and void.

I agree to remove the dock box (if one exists) _____ or, I wish to list the dock box on a dock box availability list in the Port office _____.

I agree that the Port of Kingston will apply any deposits on hand to my final invoice and either refund any credit balance or invoice me for the final balance due on my account.

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)				
	Security				