



*"Dedicated to Excellence . . .  
People Serving People"*

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## Notice to Vacate

Today's Date: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Slip Number: \_\_\_\_\_

Name of Vessel: \_\_\_\_\_

Date Vessel to be Removed: \_\_\_\_\_

Date Vessel Actually Removed: \_\_\_\_\_

Is Tenant set up on Automatic Payments?: \_\_\_\_\_ (If yes, remove from file.)

I hereby give notice that I plan to vacate my slip at the Panama City Marina.

**I understand that a written notice must be given 30 days prior to the first day of the month in which I plan to vacate as referenced in my lease agreement.** (Example: If I plan to leave the marina on December 31<sup>st</sup>, notice must be given in writing on or prior to December 1st.)

All leases run from the first to the last day of the month without exception, regardless of entry date into the marina. Should you vacate mid-month, any prorating must be negotiated with marina director in advance or tenant will be responsible for the full month.

**If this notice is given less than 30 days prior to the first of the month then I recognize that I will be responsible for the full month's rental.** This is clearly stated in the marina lease, Section 14b.

Signature of Tenant: \_\_\_\_\_