Billing Office Use: _____

REQUEST TO VACATE

This request is for slip holders whom have completed their contract in full or will be removing their vessel from the Marina property for 30 days or more.

Slip Holder Name: _____ Phone #: _____

Vacating Slip #: _____ Account #: _____

Contract Type: ☐ 12 Months ☐ 6 Months ☐ Short Term - ___ Months ☐ Dry Storage

Contract End Date: _____ Date of Vessel Removal: _____

☐ Completely removing boat from property
(Do not continue to charge)

☐ Moving boat to Dry Storage
(*Bill accordingly)*

Tag: _____

Final payments are to be made in full to Lake Sonoma Marina store or billing office before removing vessel from the property. These fees may include but are not limited to: monthly berth fees, work orders, marina store charges, dock or gas charges, and office fees. The slip holder is responsible for any other fees charged to their account after final payment.

Final Payment Amount: _____ Date: _____

Paid By: ☐ Cash ☐ Credit Card ☐ Check # _____

Please attach any receipts pertaining to this request

I acknowledge and agree that my contract with Lake Sonoma Resort Area has been fulfilled and all payments have been made in full to date. Or, I will be leaving the marina property for more than 30 days but agree and understand that until my contract expires, I am still required to pay the monthly slip fees and any other charges acquired. I understand that Lake Sonoma Resort Area is not responsible for the vessel previously under contract. I have removed all other personal items from the premises and left my slip area clean and in equal or better condition as when I arrived or I have notified Marina staff otherwise. Lake Sonoma Resort Area now has the right to rent this space to another paying customer unless previously discussed with Marina staff.

All issued Lake Sonoma Resort Area parking and membership passes are now void and cannot be used to park on the property free of charge, receive discounts, or charge to house accounts.

Slip Holder Signature: _____ Date: _____

Lake Sonoma Resort Area employee responsible for making sure the slip holder has completed the contract and has paid everything in full to date. Any receipts are attached.

Lake Sonoma Employee: _____ Date: _____