

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

Customer #: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_



**Ko Olina Marina Management LLC**

## **30 DAY NOTICE TO VACATE**

*"I understand that if my boat still remains in Ko Olina Marina after the date specifically stated, I will pay the property amount that I owe"*

To: Ko Olina Marina Management LLC

**DATE I WILL VACATE MY BOAT SLIP:**

**VACATE DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

**MY REASON FOR LEAVING IS:**

SOLD BOAT, GETTING OUT OF BOATING

SOLD BOAT GOING TO BUY ANOTHER BOAT

GOING CRUISING

GOING ON SUSPENDED FEES

MOVING TO ANOTHER MARINA

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

Please send my refund check to the following address (PLEASE PRINT):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**Ko Olina Marina Management LLC**

## **BOAT CHECKOUT PROCEDURES**

### **30-Day Notice To Vacate**

Please complete and submit the 30-Day Notice To Vacate form to [info@koolinamarina.com](mailto:info@koolinamarina.com) or to the Marina Office.

If 30-days prior written notice was not provided, you will be liable to pay for 30-days of slip fees starting from the date you provide notice.

### **Checkout Time & Requirements**

You must be checked out of the marina by 3pm on your vacate date.

The following checkout requirements must be completed:

**Clear Dock Box** – All personal items must be removed from the dock box at your slip. Any items left behind will be discarded.

**Remove Vehicles From Parking Lot** – Your vehicle(s) must be moved out of the marina parking lot. Any vehicles that remain in the lot will be subject to tow.

**Vacate Slip** – Your boat must be vacated from the slip. If your boat remains in the slip after your vacate date, you will be liable to pay for the property amount owed.

**Checkout With Marina Office** – Prior to vacating, please visit the Marina Office (9am-3pm) on or before your vacate date to complete your checkout, settle your account, and return any key fobs and/or parking permits.

**Key Fobs & Parking** – All key fobs and parking permits must be returned to the Marina Office on or before your vacate date. Failure to return your key fobs and parking permits by your vacate date will result in a forfeit of your deposits.

\*Keys fobs will be deactivated at 3pm on your vacate date.

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### **Boat Sales**

If you are or have sold your boat, note that slips, key fobs and parking permits are not transferable to the new owners that purchase your vessel. New owners will need to apply for a slip and, if approved, will have the ability to obtain key fobs and parking permits.

### **Cancellations & Extensions**

The cancellation of your 30-days' notice or extensions past your vacate date are subject to availability as your slip may be scheduled to be rented out to a new tenant.

For cancellations or extensions, please contact the Marina Office for approval.