



COLUMBIA CROSSINGS

NOTICE OF INTENT TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned occupant(s) of: _____
Account #

SPACE #: _____ will vacate said premises on or before DATE: _____ 20 _____.

Tenant Name (Please Print) and Forwarding Address (if applicable)

Note: (1) All termination will take effect on the last day of the month and written notice to vacate must be received on or before the fifteenth (15th) day of the month in which tenant will be vacating. Any notifications received after the fifteenth (15th) of the month will result in the termination date to be the last day of the following month. **(2) **All account balances are due at the time notice is provided.** If lease term has not been fulfilled, concessions must be paid prior to vacating. **(3) **For Jantzen Bay and Hayden Bay marinas, a final electrical meter read will be taken and invoiced.** (4) Should tenant fail to vacate as stipulated, tenant will be subject to the Holdover Clause as indicated in the rental agreement. (5) After tenant has completely vacated, paid final account balance, and left address with the Post Office and Leasing Center, if you have a security deposit as part of your original lease, we will refund this deposit two weeks after premises has been vacated. The total amount of your security deposit will depend on premises conditions after inspection by the harbormaster.

Exit Interview:

Satisfied with the service: Yes [] No []

1. Reason of leaving: _____

2. Boat Being Sold: Yes [] No []

a. To Whom: _____

b. Staying: Yes [] No []

c. If leaving, boat is going where? _____

3. What could we have done to keep you?

4. What did you like the most about our marinas, household storage, RV/trailer parking?

5. What did you like the least about our facilities?

****Please Note:** Tenants of Jantzen Bay and Hayden Bay marinas will receive a final electric bill after the boat has vacated the marina. **

Tenant(s) Signature: _____

FOR OFFICE USE ONLY

Leasing Agent's Initials: _____

Date received: _____

Leasing Dept: _____

Acct Dept: _____

m/o date on boat record [] Balance Paid []

Boat record updated [] Clickpay Updated []

Event Log updated [] Vacate Spreadsheet []

Recurring Removed [] Auto-pay Off []

Confirmation sent to tenant and attached []

Update Billing [] Statement []

Access cards off as of: _____