



Lease Agreement Termination Notice

PLEASE GIVE 30 DAYS WRITTEN NOTICE OF YOUR INTENT TO VACATE YOUR HANGAR OR TIE-DOWN.

Complete this form, print double-sided, and mail to:

Pierce County Public Works & Utilities
 2702 South 42nd Street, Suite 201
 Tacoma, WA 98409
 Attn: Airport & Ferry Administrator

OR Email to PCAirport@co.pierce.wa.us

Check with airport operations (253)377-9946 or (253)798-7800 to schedule your move out.

TENANT NAME:	
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HANGAR NUMBER:		TIE-DOWN NUMBER:	
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LAST DAY IN HANGAR / TIE DOWN:		TODAY'S DATE:	
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NUMBER OF KEYS TO RETURN:		NUMBER OF GATE CARDS TO RETURN:	
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Final refund or bill will be mailed within 30 days of departure. Please provide your forwarding address:
Pierce County will calculate your final bill based on date your termination notification is received by the County.

Mailing Address:

Email:

We would greatly appreciate your input on the following survey. With your help we can continue to improve all aspects of the airport. Thank you for your patronage, we hope to see you again in the future!

	POOR	AVERAGE	EXCELLENT
1. How would you rate your experience at Thun Field?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2. How would you rate the facilities at Thun Field?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
3. Would you recommend Thun Field to others?		YES	NO
4. Do you have suggestions to help us improve the tenant experience at the airport?			
5. Why are you departing?			
6. Any other comments or suggestions?			

For Office Use Only			
Date Received:	Billing End Date:	Security Deposit on File:	Current Account Balance:



Hangar & Tie Down Rental Move-out Checklist

Thank you for renting at Pierce County's airports! To help you in the move-out process, the following checklist outlines the steps for terminating your hangar or a tie down lease at Tacoma Narrows Airport and the Pierce County Airport at Thun Field and vacating the lease property.

1. Please provide written notification of your intent to vacate to Pierce County 30 days prior to your move-out date. The following methods of written notification are acceptable:
 - a. Mailing a written letter of termination to the Airport & Ferry Administrator at:
Pierce County Public Works & Utilities
Tacoma Mall Plaza
2702 South 42nd Street, Suite 201
Tacoma, WA 98409
Attn: Airport & Ferry Administrator
 - b. Completing the **Termination Notice** on the back of this checklist and mailing it to the address listed above or emailing it to PCAirport@co.pierce.wa.us
 - c. Sending an email to the Airport & Ferry Administrator at PCAirport@co.pierce.wa.us

Verbal notification or a note written on your payment stub will ***not*** be considered proper notification.

2. Please schedule your move-out walk through by contacting Airport Operations Staff:
 - Thun Field On-site Representative (253)377-9946
 - Airport Information (253)798-7800

3. Please return your gate card(s) and hangar keys if applicable. Any unreturned hangar keys will be charged a replacement fee of \$25.00.

4. Please give your forwarding address for any deposit refunds by completing the form on the back of this checklist.

5. Please let us know how we are doing by completing the short survey on the back of this checklist. We want to continue to provide good service to our tenants and your opinion is important to us!

Thank you for your business!



Pierce County
Public Works and Utilities
Airport & Ferry Administration