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**EMU POINT - VACATING BOAT PEN FORM**

File Reference: **CP.USG.1**

Property Officer  
Corporate Services  
City of Albany  
PO Box 484  
ALBANY WA 6331

I hereby wish to notify you that I have vacated boat pen number \_\_\_\_\_ at the Emu Point Marina, as from  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Please finalise any accounts for the retrospective period I occupied the pen, and send to the following  
address for payment:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please find enclosed all of my security keys.

Kind Regards

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Full Name: \_\_\_\_\_