

VACATING FORM



PHOENIX GOODYEAR AIRPORT

Name: _____

Date: _____

Forwarding Address (If needed): _____

City, State: _____ Zip Code: _____

Phone Number: _____

Covered Tie-Down / Hangar #: _____

I hereby cancel my lease for the above listed Tie-Down or Hangar, and confirm that my Hangar is free of any personal items or debris : _____ (Initial)

Effective on (Date of Cancellation): _____

Tenant Signature: _____

Reason for Departure (Optional) _____

<p><u>Checklist:</u> <i>(Office use only)</i></p> <p>Hangar Cleaned: _____</p> <p>VAS Card/ Affiliates?/ Deactivated: _____</p> <p>VAS App Inactive Folder: _____</p> <p>Hangar Keys: _____</p> <p>Maintenance Required? _____</p> <p>What is needed: _____</p> <p>Core changed: _____</p> <p>Supervisor's Signature _____</p> <p>Date _____</p>

Goodyear Airport
Hangar Vacancy Inspection
Checklist

Hangar Number: _____

Date of Inspection: _____

Inspected By: _____

Please inspect the following items and place a check mark next to the item if OK. If not ok use the space below to detail the nature of the problem. Put N/A if the item doesn't apply.

- | | |
|--|--|
| 1. Lock & Hasp:_____ | 14. Door rollers & Tracks:_____ |
| 2. Core Change, New Key#:_____ | 15. Grease/Lube shaft & roller bearings:____ |
| 3. Entry Door::_____ | 16. Cables & Clamps:_____ |
| 4. Placards & Stencils:_____ | 17. Cable drums & guide bearings:_____ |
| 5. Overhead light fixture:_____ | 18. Outriggers:_____ |
| 6. Electrical receptacle(s):_____ | 19. Cam Followers:_____ |
| 7. Electric Modifications:_____ | 20. Weather Striping:_____ |
| 8. Electric motor operation:_____ | 21. Interior/Exterior sheet metal:_____ |
| 9. Gearbox & Fluid level:_____ | 22. Floor:_____ |
| 10. Overhead door limit switches:_____ | 23. Cane Bolt/Wind pin & hole:_____ |
| 11. Gust lock Safety switch:_____ | 24. Spider webs/ pest Control:_____ |
| 12. Gust locks & side latches:_____ | 25. Evidence of water entry/ seepage:_____ |
| 13. Door roller operation:_____ | 26. Structural Modifications:_____ |
| | 27. Lead in line on Center:_____ |

Comments: _____

