



## **HOW TO TERMINATE YOUR SPACE AGREEMENT**

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Tenants may at any time terminate the license agreement with the City of San Jose. **A thirty (30) day advanced written notice to the City of San Jose is required.** Tenants must pay all fees and charges owed within the 30 days of first notification to vacate, paid to the City of San Jose. Tenants are required to remove all aircraft, equipment, and personal property from the assigned space by the last day specified on termination letter. If the space is not vacated by the 30 days, another month of fees will be applied, and the lease holder will be responsible for payment. Follow steps below:

1. To submit your request, contact the GA Business Office via e-mail at [ga@sjc.org](mailto:ga@sjc.org).
2. Include the following in your e-mail:
  - Tenant (Individual/Group) name
  - Space #
  - Effective date of cancellation  
i.e. If the cancellation notice is dated January 1<sup>st</sup> 2017, the end of lease date is January 31<sup>st</sup>. Badge retrieval, payment of outstanding fees, and inspection of leased space must be completed on or by the 31<sup>st</sup> to avoid any additional charges.
3. The GA Business Office will confirm your request via email.
4. E-mail Airport Operations at [ga@sjc.org](mailto:ga@sjc.org) to obtain an inspection date **prior** to vacating a space. Upon completion of the inspection, tenants' airport badge(s) will be surrendered to the inspector, or a lost badge fee of \$125.00 will be charged per unreturned badge.