

Hilton Head Island Direct Realty Group, Inc.

Notice of Citation and/or Notice of Cleared Citations

Unit # \_\_\_\_\_

Tenant: \_\_\_\_\_

Employer: \_\_\_\_\_

Date of Occupancy: From: \_\_\_\_\_ To \_\_\_\_\_

**Notice to Security:** Upon the termination of a lease, all tenants of Hilton Head Island Direct Realty Group, Inc. will be required to have this Notice of Citation signed by **Chief Wilcox ONLY** of the Hilton Head Resort Security Team indicating that they are clear of any citations. If for any reason the above mentioned tenant has outstanding citations, we will require copies of these citations in order to properly charge the tenant prior to their departure.

**Notice to Tenant:** In order to protect you from being unfairly charged with citations that you may have not been responsible for and in order to ensure that all legitimate citations are properly cleared prior to your departure from the Hilton Head Resort, you will be required to have **Chief Wilcox ONLY** from the Hilton Head Resort Security office sign this form indicating that you are clear from citations. Should you have any outstanding citations upon your departure, you will be required to pay these in full or the charges will be taken from your security deposit.

Should you have any outstanding citations, you will be able to get a copy of them from the Hilton Head Resort Security office. Please allow one week for Security to produce them for you.

As of \_\_\_\_/\_\_\_\_/20\_\_\_\_, the above tenant does NOT have any outstanding citations against him/her.

As of \_\_\_\_/\_\_\_\_/20\_\_\_\_, the above tenant DOES have outstanding citations against him/her. The citations were presented to the tenant and \_\_\_\_\_ were paid \_\_\_\_\_ were not paid.

Any citations incurred after the date listed above will be the responsibility of the tenant.

\_\_\_\_\_  
Printed name of Chief Wilcox

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Wilcox

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date