

Unit # _____ Gate Access # _____

Welcome! The following information is for your reference. It contains some important suggestions and pertinent information about the policies of this self storage facility.

- The speed limit is 5mph
- Your fee is _____ and is due on the anniversary date of each Calendar Month.
- We will not send you a bill. Please mail your payment or bring it into the office. A payment slot has been provided for your convenience. If you would like an invoice sent, there will be a \$1 fee for this service. Email receipts will be available for free. We also accept Mastercard, Visa, American express and Discovery card.
- If paying with Cash, please try to have exact change.
- We do not pro-rate rent. When moving out, you must do so before the next rental period begins to avoid paying another month's rent. This also applies to pre-paid rent when you vacate early.
- The storage unit must be vacated on or before the last day of the month for which rent has been paid and all terms and conditions of this agreement are met by the tenant.
- If we have not received your payment by day __ of the month, your gate access and unit access will be denied. We will charge a late fee when your unit is (9) days past due. Your unit will remain over-locked until paid in full.
- If your account becomes 46 days past due, your lock will be removed in order to confirm that you still occupy unit. A charge of _____ will occur if your lock is cut.
- If your payment is not received before it is 30 days past due, we will process your unit for public auction
- A partial payment will not stop fees or official procedures. Any agreement between tenant and management to extend payment dates or defer sale of goods must be in writing and signed by both management and tenant to be binding.
- _____ fee is automatically charged for all returned checks as well as a _____ late fee for payments not received within Nine (9) days of due date. All future payments must be made by money order.
- We do not assume liability for the goods you store. Adding stored goods to an existing policy is generally quite inexpensive; we recommend contacting your insurance agency.
- The storage unit must broom clean, emptied, in good condition - subject only to wear and tear - and ready to re-rent.
- Tenant's lock must be removed upon termination of occupancy. Failure to remove lock will result in your being charged the next month's rental and late fees.
- Unit space is for storage use only. No use will be allowed which constitutes full time shop facilities or a principle place of business.
- Do not store gasoline, explosives, drugs or other hazardous or dangerous chemicals in the unit. Please note for your protection, the local police department routinely comes through our premises with drug sniffing dogs.
- Only one lock is allowed per door latch. If more than one lock is found, you may be subject to a _____ administration fee for the removal of that lock.

o not follow someone through the gate without first putting in your access code. The gate may close on you or you may not be able to exit.

- Do Not connect any Refridgerators, Freezers, or any other electrical devices to the overhead lightening or any other outlets.
- Please keep us updated of any address changes and/or phone number changes. Until we are notified in writing with your signature, the only valid address and telephone number present is on the lease/
- Leave aisles clear and do not block another tenant's door
- We will strictly enforce all policies and conditions in our contract. We do not make exceptions!
- Thank you! We appreciate your business and look forward to your having a pleasant stay with us. If we can be of further help, please let us know.
- The office is closed on Holidays, but If Gate access is present the gate will remain open normal hours.

Gate hours are from _____ (A.M.) to _____ (P.M.), seven days a week.

The gate will not open after _____ (P.M.), so please be out on time.

Office hours are from _____ (A.M.) to _____ (P.M.), _____
Management is on the property after hours for security reasons only.

Tenant Signature

Date

Storage Tips

- The best security is a good strong lock. We recommend round hardened steel locks with at least 4 tumblers. These locks are available for your unit at manager's office.
- Store your most valuable items in the back of your unit, in a hard to reach place. If possible, cover items with cotton or wool throws or blankets. We DO NOT RECOMMEND plastic sheeting and tarps. During the winter or high humidity, condensation can build up and drip on your property.
- Wrap all Electronic items in dustproof covers. Also recommend cotton or wool with a vapor barrier.
- Mattresses should be stored in covers to prevent insects etc from intruding, and to keep dust off.
- Clean pallets underneath your stored items will provide air circulation, and help prevent rot and mildew.
- Be sure to rent the right sized unit for your storage needs. We have seen many customers having to rent another unit for the overflow. This can be expensive. Keep in mind, too, that eventually you will want to retrieve an item out of storage, and 9 times out of ten it is way in the back. If you have stuffed your unit from floor to ceiling, without providing ample room to reach things, you will be unpacking and re-packing your unit several times before moving out. This is a lot of work, so think ahead.
- When opening your door to the unit, leave your lock on the ground. Do not hang your lock back on latch after unlocking, or it will roll up into the door while its raising and cause damage.
- Double check when closing your unit that the latch is secured properly. Unless both holes in the latch are lined up before locking, you may, in error lock your unit open.
- You should check your unit occasionally if storing over a long period of time, to make sure everything is clean and secure. An earth tremor may have knocked something over, or a rain leak may have developed.
- When storing motor vehicles or motorcycles, please have minimum gas in the tank, disconnect your battery, close all your vents, roll up all your windows, and place plywood or heavy cardboard under the engine and transmission area.
- Please check with our office to see if boxes, packing supplies or mattress covers or other items are available for sale.