

Move Out Notice

Name:

Address: (correct address needed for refundable security deposit)

Phone#: (correct phone# may be needed for refundable security deposit)

Unit #: _____

Schedule Move Out Date: _____

Signature: _____

Move Out FAQ (Frequently asked questions)

1. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.
2. A dated client signature is required for termination of rental agreement.
3. When vacating the unit and to receive return of your full conditional security deposit, you must comply with the terms of the contract, including:
 - You must give 10 days written notice of the date you will vacate the unit.
 - Your unit must be completely empty with all contents and debris removed.
 - You must turn in, at the office, your lock and both keys during regular business hours.
 - Lock and Keys can be returned at the office in a sealed envelope into mail slot located on the office door. (Remember to write you name and unit # on the envelope).
4. A trash dumpster is made available to assist with your storage unit's trash disposal. Please do not overfill the dumpster (e.g. dumpster lid won't shut or pile trash around the dumpster) or use it for personal or non-storage related trash disposal.