



## Intent to Vacate Notice

Occupant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

As per the terms of my Rental Agreement, this shall serve as my intent to vacate for storage unit number(s): \_\_\_\_\_

I will vacate the storage unit on or before: \_\_\_\_\_

I am choosing to vacate because: \_\_\_\_\_

### Instructions for Occupant's Intent to Vacate:

Please follow these instructions on vacating the storage unit. Anybody who is helping you move out should be made aware of our move out policies as additional fees could be incurred .

- 1.) Occupant must give notice to the management office in writing no later than the **5<sup>th</sup> day of the month that the occupant intends to vacate** . This notice may be given as early as desired but must be received by management no later than the 5<sup>th</sup> of the month of desired move out.
- 2.) Occupants must pay rent through the end of any period in which they intend to vacate. Occupant should ensure that all rents, fees, and damages are paid prior to move-out. Rent for the premises is due on the same schedule as normally paid.
- 3.) If the Occupant does not remove all items from the storage unit, the Occupant will continue to be liable under the terms of the Rental Agreement, including but not limited to, the following month's rent, late fees, interests, and costs connected with enforcing the lien on the items within the storage unit.
- 4.) Upon management's receipt of the Intent to Vacate Notice, management may rely upon the notice given, and the notice may not be modified except by written agreement from management.
- 5.) Prior to move-out, **Occupant is required to clean the premises** and restore it to the same condition as upon move-in.
- 6.) If you find that you will need additional time to move-out, or would like to cancel your notice, please contact the office as soon as possible. We will be happy to accommodate your request, if possible. Please understand that your storage unit may not be available for an extension or renewal. Management must approve of any extensions or renewal in writing and rent is due on the date of extension.

\_\_\_\_\_  
Occupant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management

\_\_\_\_\_  
Date