



**VACATE NOTICE CARD**

In order to avoid charges, return this Vacate Notice Card completely filled out and signed to the front office at least **30 days** prior to the expiration of your monthly tenancy.

**REMEMBER TO:**

- *Remove all items from the storage unit (s)*
- *Leave the units broom swept clean and undamaged*
- *Remove your lock from the unit (s)*
- *Pay all account balances on the unit (s) in full*

**Name (Print)** \_\_\_\_\_

**Unit Number (s)** \_\_\_\_\_

**Date of Cancellation** \_\_\_\_\_

**Reason for Cancellation** \_\_\_\_\_

\_\_\_\_\_

**How was your experience?** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

**Date Received** \_\_\_\_\_

**Employee** \_\_\_\_\_