



10 DAY NOTICE OF INTENT TO VACATE

TENANT NAME: _____ UNIT NUMBER: _____

FOR COMPLETION BY LESSEE:

Please accept this notice as my intent to vacate my storage unit on or before _____ (date).

I am aware that I am eligible to receive a pro-rated refund of rent, provided, I have complied with the requirements stated in my Rental Agreement, removed all items and broom the rented unit, removed my personal lock, and notified the manager within ten (10) days of vacating the space.

Any items left in the storage space will be discarded by Switzer's Locker Room. If the facility manager must employ additional help to remove any items, I the tenant agrees to pay for the service, plus an additional 10% fee.

MOVE OUT SURVEY:

Overall opinion of the service provided by the facility manager and Switzer's Locker Room:
<input type="checkbox"/> POOR
<input type="checkbox"/> FAIR
<input type="checkbox"/> AVERAGE
<input type="checkbox"/> ABOVE AVERAGE
<input type="checkbox"/> EXCEPTIONAL

Reason for vacating your space at Switzer's Locker Room:
<input type="checkbox"/> Job/School related transfer
<input type="checkbox"/> Buying / Renting a house
<input type="checkbox"/> Moving to new city
<input type="checkbox"/> Dissatisfaction w/ facility
<input type="checkbox"/> Other _____

ADDITIONAL INFORMATION:

Forwarding Address: _____

(Failure to provide a forwarding address will result in forfeiture of a refund of pro-rated rent.)

Phone: _____

Tenant Signature: _____ Date: _____

PLEASE PROVIDE A SIGNED COPY TO THE MANAGER AT YOUR STORAGE FACILITY.

(To be completed by facility manager.)

Date Received: _____ Date Unit was Vacated: _____ Amount to be refunded: _____

Manager agrees all rent (including any applicable fees) is paid in full and all obligations of the rental agreement have been met.

Manager Signature: _____ Date: _____