

Center Marks Self Storage  
1285 Marks Rd.  
Valley City, OH 44280  
info@centermarks-storage.com  
330-220-9977

Intent to Vacate Notice

INSTRUCTIONS:

1. You must have a zero balance on your account to submit this form. Online payments are accepted at centermarks-storage.com.
2. Fill out and place in drop box 7 days before your anniversary billing date.
3. Leave unit empty, no lock and in good condition.
4. A minimum \$75 clean up fee will be assessed for units left with any trash or other items.

Thank you for choosing Center Marks Self Storage!

Today's Date: \_\_\_\_\_

Unit Number(s): \_\_\_\_\_

Center Marks Self Storage is hereby advised that the undersigned will vacate the storage unit listed above by (date)\_\_\_\_\_, **I agree that I will leave the unit swept, empty, and in good condition.**

**If I fail to vacate by the above date I will give notice to the manager that I would like to retain my unit until a later date.**

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Print Tenant Name

\_\_\_\_\_  
Forwarding Address if Applicable

\_\_\_\_\_  
City, State, Zip

.....  
**Facility Use Only**

Manager's Inspection of Vacant Unit

I, the undersigned, give notice that the above listed unit is vacant and that said vacancy was discovered:

- Clean, swept, and empty with no lock on it.
- With miscellaneous trash, and debris Clean up fee assessed \$\_\_\_\_\_
- With miscellaneous trash, debris, and other items. Clean up fee assessed \$\_\_\_\_\_

\_\_\_\_\_  
Site Manager