

Cowans Ford Community Storage
220 Rivers Edge Drive
Stanley, NC 28164
704-827-1090

Unit/Space # _____ Gate Access # _____*

Welcome! The following information is for your reference. It contains some important suggestions and pertinent information about the policies of this self storage facility.

1. **Your fee is _____ and is due on the first (1st) of each month.**
2. **We will not send you a bill.** Please mail your payment or bring it into the office. A payment slot has been provided for your convenience.
3. **We accept cash, check or major bank card for monthly payments.**
4. **If we have not received your payment by day _____ of the month, your gate access will be denied.** However, we will not charge a late fee and overlock your unit until day _____ of the month.
5. If your payment is not received by the 30th of the month, we will process your unit for public auction.
6. **A partial payment will not stop fees or official procedures.** Any agreement between tenant and management to extend payment dates or defer sale of goods must be in writing and signed by both management and tenant to be binding.
7. **A _____ fee is automatically charged for all returned checks as well as a _____ late fee.** All future payments must be made by money order.
8. We do not assume liability for the goods you store. Adding stored goods to an existing policy is generally quite inexpensive; we recommend contacting your insurance agency.
9. Do not use the rental unit for anything **but DEAD STORAGE**. Do not store any flammable, explosive or illicit materials. The unit is to be used for storage only.
10. The storage unit/space must be vacated on or before the last day of the month for which rent has been paid and all terms and conditions of this agreement are met by the tenant.
11. The storage unit must be broom clean, emptied, in good condition - subject only to wear and tear - and ready to re-rent.
12. **Tenant's lock must be removed upon termination of occupancy. Failure to remove lock will result in you being charged the next month's rental and late fees.**
13. Gate hours are 24/7 with your access code. Please remember to use the * behind your 4 digit code.
14. Office hours Monday - Friday 9:00 A.M. to 2:30 P.M., Saturday 9 A.M. - 1 P.M.. Location of office - 3224 N Hwy 16 Business, Denver NC 28037 **Management is on the property after hours for security reasons only.**
15. **We do not prorate when you vacate a unit/space.** If your unit/space is not vacant on the first (1st) day of the month, a full month's rent is due. There are no exceptions!
16. **Only one lock is allowed per door latch.** If more than one lock is found, you may be subject to a _____ administration fee for the removal of that lock.
17. **Do not follow someone through the gate without first putting in your access code.** The gate may close on you or you may not be able to exit.
18. **Please keep us updated of any address (mail or email) changes and/or phone number changes.** Until we are notified the only valid address and telephone number present is on the lease.
19. Please leave aisles clear and do not block another tenant's door.
20. Delivery drivers are to be met promptly and are not to block the front driveway or gate under any circumstances.
21. We will strictly enforce all policies and conditions in our contract. We do not make exceptions!
22. **Thank you! We appreciate your business and look forward to your having a pleasant stay with us. If we can be of further help, please let us know.**

Tenant Signature

Date