

I. RENT POLICY:

- A. One rental month minimum.
- B. Rent is due and payable in lessor's office on or before first day of each month. No statements are sent.
- C. Rent is delinquent if not paid on or before the first day of each rental month.
- D. If rent is more than 5 days delinquent the unit will be locked or overlocked by lessor. Late fees and administrative charges are as follows:

| DATE | CHARGES | ACCUMULATIVE CHARGES |
|------------------------------|---------|-----------------------------|
| FIRST PAST DUE | 20% | \$20 PLUS ALL PRIOR CHARGES |
| SECOND PAST DUE NOTICE | \$0 | \$0 |
| NOTICE OF TAKING | | |
| POSSESSION OF PROPERTY | \$20 | \$20 PLUS ALL PRIOR CHARGES |
| FINAL NOTICE -DISPOSE OF | \$25 | |
| TENANTS PROPERTY | | \$25 PLUS ALL PRIOR CHARGES |
| RECEIPT OF UNCOLLECTED FUNDS | \$20 | \$20 |

- E. Overlock is not removed unless all rental, late fees and administrative charges are paid.
- F. Lessor reserves the right to refuse payment by personal check made either in person or by mail.
- G. All rental payments made by check, money order or travelers check must contain unit number. Any and all correspondence should reference the unit number to issue prompt and correct handling.
- H. Advance payments of 12 months will earn a discount of one (1) month's rent.

II. REFUND POLICY- SECURITY AND CLEAN UP DEPOSITS:

- A. The security deposit or any portion there of remaining unapplied, is refunded only when:

- Lease is current in all obligations.
- Lessee has submitted MOVE-OUT notice 30 days prior to the last day of the current rental month.
- Lessee has notified management after vacating.
- Unit is broom clean.
- Unit is in good order, condition and repair.
- Tenant lock is removed

- B. The clean-up deposit is refunded upon termination only when lessor's inspection discloses that lessee has left the unit broom clean and in good order, condition and repair.
- C. When vacating, please remove all boxes and trash from the unit.
- D. Allow 30 days after vacating for receipt refunds.

III. LEGAL ADDRESS:

The storage agreement defines the lessee's legal address and this address will remain the lessee's legal address for purposes of notification until the lessee advises lessor, in writing promptly of any actual changes of address. Such changes must be:

1. In writing.
2. Dated.
3. Signed by lessee.
4. Give complete new address, zip code and telephone number, Changes of address forms are available at the office upon request.

IV. LESSEE Responsibility:

- A. Lessee must keep the unit locked with his own lock at all times, using only one lock per unit door hasp.
- B. All property stored is at lessee's own risk. Lessor is not responsible for the theft or damage to property caused by fire. Wind, water, rain storms, tornados, explosions, nor rodents, civil disturbances, insects, sonic boom, vehicle or any other cause, whatsoever, nor shall lessor be liable for personal injuries on the premises.
- C. Any insurance on contents will be provided by lessee at the lessee's sole discretion and expense.
- D. To reduce potential moisture problems, store goods on pallets.

V. STORAGE RULES:

- A. **The unit is to be used for storage of personal property and for no other use.**
- B. All items left in the unit, halls or driveways after vacating will be assumed to be of no value to the lessee and will be discarded by lessor. Lessee should be aware that the security deposit refund is subject to the cleanliness of these areas and if lessee leaves anything, he forfeits refund.