



Storage Unit Rules and Regulations

Welcome to City Space Self Storage! Just a few reminders and key things to point out.

- The Occupancy Charge is due on the Anniversary billing date, you may pay early, and there is a 5-day grace period, however, on the 6th day past the Anniversary billing date of each month, a \$20.00 late fee is applied to all late accounts.

- Anniversary date billing. When it's time to vacate please do so no later than the last day of the paid Anniversary month. All accounts are charged for the next month Occupancy Charge on the Anniversary date of each month.

- Partial payments, unfortunately, cannot be accepted.

- Auto-payment credit/debit card information should be updated on our webpage

Login by using the Email address provided to us and 4 Pin # (the numerics only, do not use * or #) Alternatively, you may update information inside the office. Auto-payment credit/debit card information, unfortunately, cannot be done over the phone or by email.

-Please remember to close the facility door after unloading or loading your vehicle to best maintain facility climate control.

- Please feel welcome to use facility carts for moving belongings to and from the storage unit. When finished, return carts to their marked cart space.

- Pets/animals are not allowed on the premises.

- Illegal substances, alcohol, guns, ammunition, etc. (see contract for a more complete list of prohibited items) are NOT permitted on premises. Bringing prohibited items onto the facility may result in immediate eviction without reimbursement. Do not store food, food items, living things, in storage units. Sleeping in storage units or in Vehicles parked on premises is strictly forbidden and cause for immediate eviction without reimbursement.

- 5 mph is the speed limit on the premises. Fines may be added to your account if found speeding within premises.

- Do not leave any trash or belongings behind, what is hauled in must be hauled back out. Units must be swept clean at the time of vacating the unit. A broom and dustpan are located in the office for your convenience