



Unit Vacate Notice

City Space Self Storage Tenant of rented UNIT:

Thank you for storing with City Space Self Storage and trusting us with your storage needs. This completed form is to notify management that you no longer require use of your designated Storage Unit(s).

PLEASE BE SURE TO fill out the required fields below and return this form to the office when your vacate date is known.*

Upon vacating, we kindly ask that all items are removed from the rented unit(s) and please leave the unit(s) in ***broom swept condition***. Should anything be left behind in the unit, pursuant to section 2 of the Occupancy Agreement, City Space Self Storage has permission to dispose such belongings at Tenant's expense.

If, after giving management this form, you find more time is needed, and/or wish to extend the occupancy of the unit, simply stop in the office, call or send us an e-mail and change the vacate date and/or set up next month(s) payment. Thank you!

Tenant's legal acknowledgment: by signing the below acknowledgment, you, for yourself and your successors, assigns, heirs, executors or administrators, release, remise, and discharge City Space Self Storage, it's successors and assigns, from and against any claims, damages, actions and causes of actions which, in law or equity, you ever had, now have or you, your successors, assigns, heirs, executors or administrators can, shall or may have by reason of any matter, cause or thing whatsoever, including, but not limited to the above action.

Signature: _____ **Unit #** _____

Tenant

Print Name: _____ **Vacate Date:** _____

Month/Day/Year

May we ask why you are leaving us?

Comments:

Please circle all that apply:

- All done moving _____
- Project is complete _____
- My company no longer requires storage _____
- Price (Select 1) Too Expensive Found Cheaper _____
- Relocating out of area, no longer needed _____
- Other _____