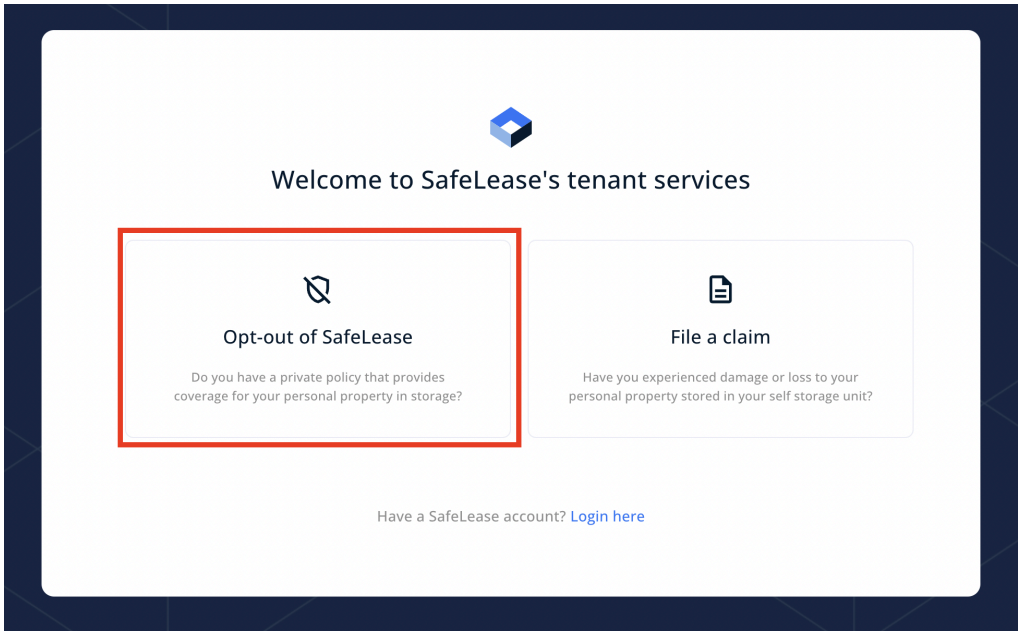
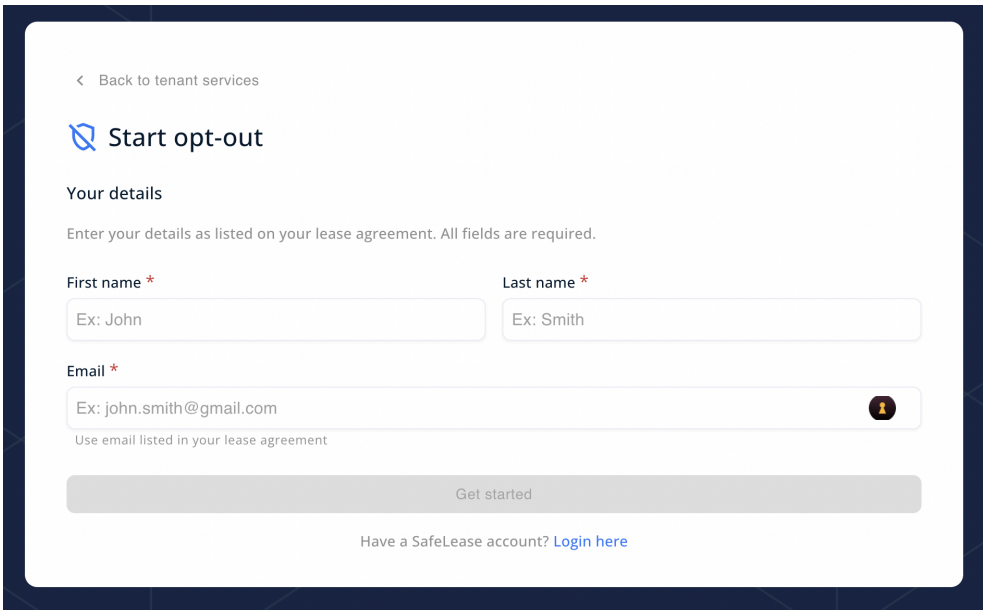
PRIVATE POLICY SUBMISSION INSTRUCTIONS I TENANTS

1. Direct tenant to submit their private policy information themselves at *tenant.safelease.com*

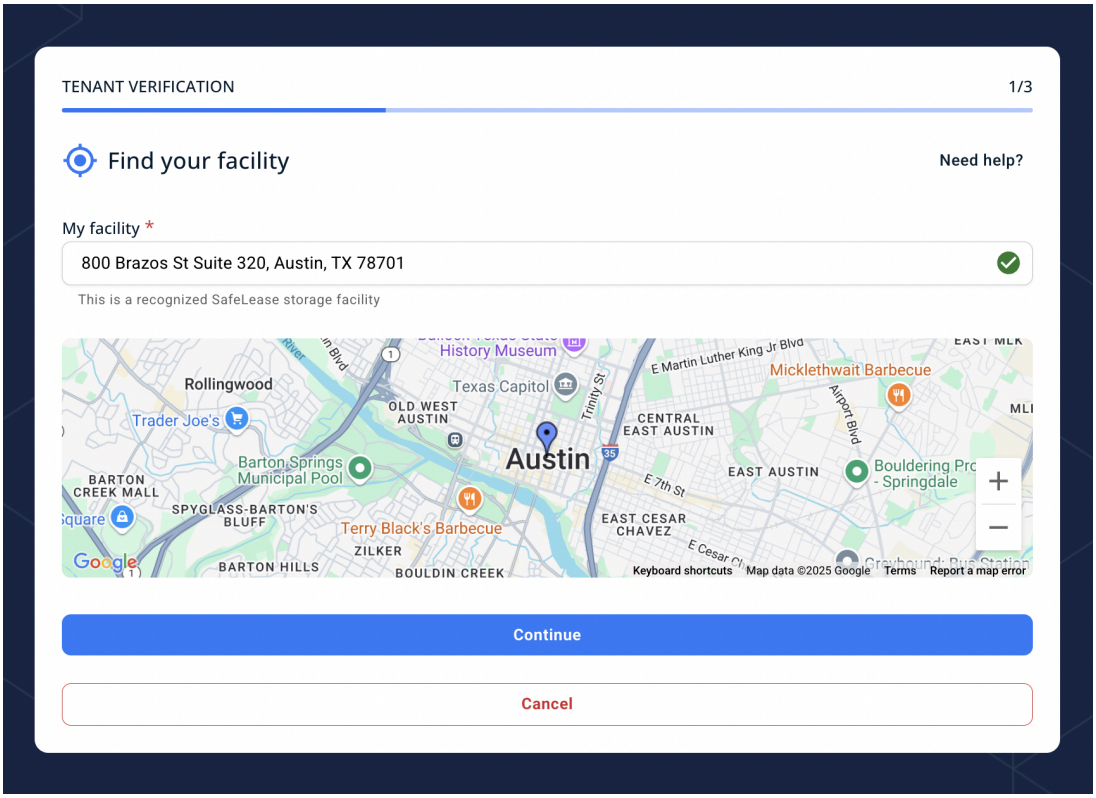
2. Once at *tenant.safelease.com*, click ***Opt-out of SafeLease***.



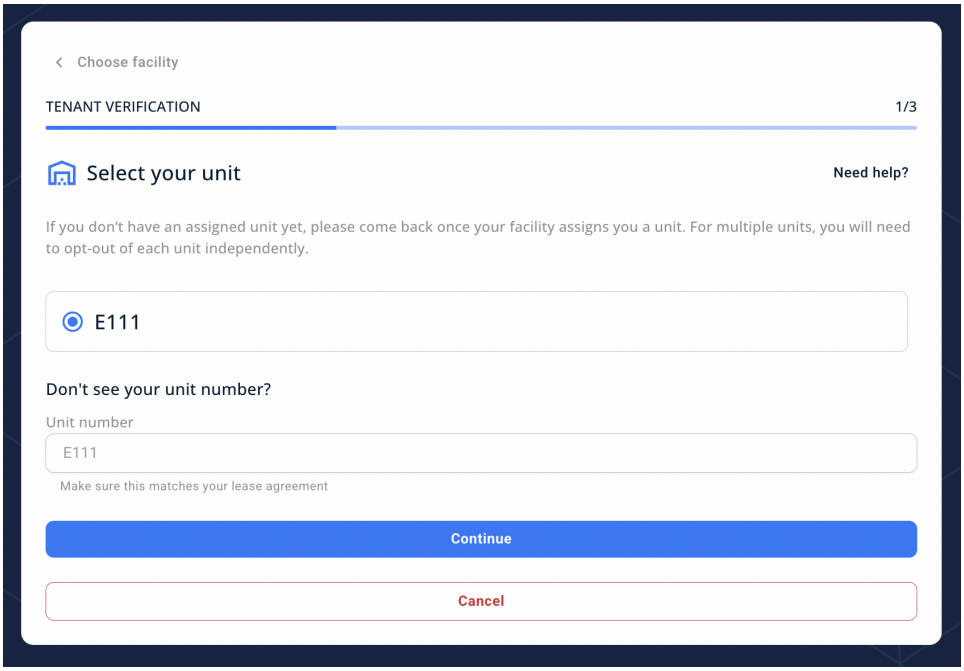
3. Tenant will be required to input their ***first name, last name and email address***.



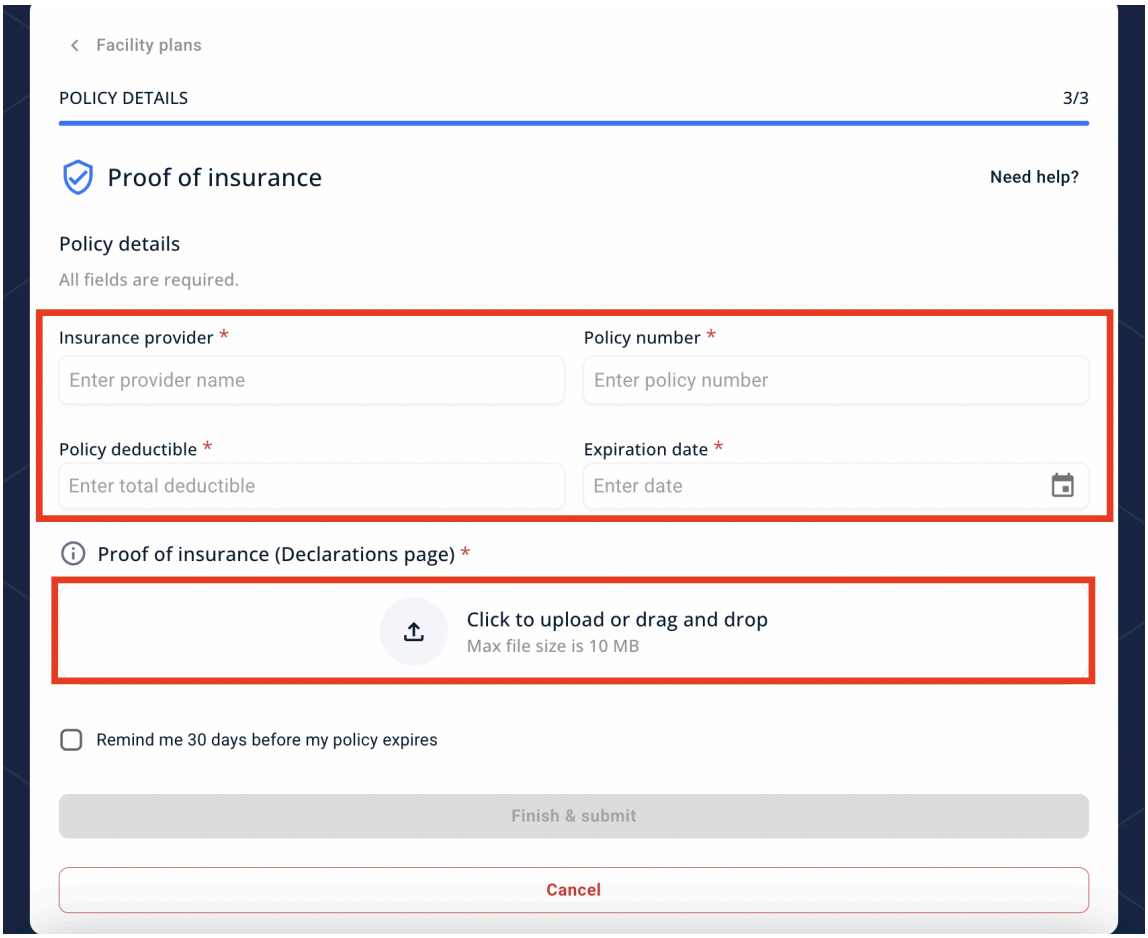
4. Tenant will locate the ***facility*** they are storing their belongings at by typing in the facility name OR address.



5. Tenant will select their ***unit***.



6. Once the unit is selected, tenant will be required to input the ***insurance provider, policy number, policy deductible, expiration date, and upload their declaration's page.***



7. Once all fields are filled in, the tenant will select ***Finish & Submit***.