

MOVE OUT NOTICE

Tenant Name:	
Space #:	Date of move-out:
Cell Phone:	Work Phone
Reason for moving:	

Pursuant to the notice requirements, Tenant hereby gives notice of their intent to vacate the above reference space on the date indicated above. Tenant acknowledges and agrees to the following:

1. **DATE OF RESPONSIBILITY FOR RENT AND OTHER CHARGES.** Tenant is responsible for rent and other charges on Space until the later of the following occur:
 - a. Complete Minimum Term. The number of months indicated in the Self-Service Storage Rental Agreement has expired;
 - b. Surrender the Unit. Last day of the month when Tenant removes everything from Space, notify Maximum Mini Storage in writing and during business hours that Tenant has moved out (any written notification Tenant gives after the office closes shall be deemed to be given on the next business day that Maximum Mini Storage is open), and Tenant either removes lock from the Space or delivers keys to the Space to Maximum Mini Storage; or
 - c. Abandon the Unit. Last day of the month when Maximum Mini Storage can classify the unit as Contractually Abandoned after having performed all Maximum Mini Storage's required steps to make this determination.
2. **AUTO BILLING.** Tenant is responsibility for stopping any automatic payments that have been set up. Tenant will use the Online Portal to discontinue such automatic payments. If Tenant fails to do so, Maximum Mini Storage shall retain all payments that are processed and no refunds shall be due.
3. **PREPAID RENT.** Maximum Mini Storage will retain all prepaid amounts when Tenant moves out. **THERE ARE NO REFUNDS ON PREPAID AMOUNTS!**
4. **PRORATION OF RENT.** There are no proration of rent for the move-out month; a full month's rent is due.
5. **MOVING WITHOUT OWING ADDITIONAL RENT AND OTHER CHARGES.** Tenant must do all the following on or before the last business day of the month during office hours if Tenant does not wish to be responsible for additional rent and other charges:
 - a. Pay all sums due including rent through your Minimum Term;
 - b. Remove everything from the Space including all trash and debris;
 - c. Remove Tenant's lock from the unit or deliver the keys to the unit to Maximum Mini Storage;
 - d. Notify Maximum Mini Storage in writing by signing the Move-out Release or by giving Maximum Mini Storage other written confirmation that Tenant has moved;
 - e. Sweep the Space after removing everything; and
 - f. Haul everything away from property and not use Maximum Mini Storage's dumpster.

TENANT WILL BE CONSIDERED TO OCCUPY THE SPACE IF TENANT FAILS TO DO ALL OF THE ABOVE BEFORE THE LAST DAY OF THE MONTH DURING BUSINESS HOURS AND WILL OWE A FULL MONTH'S RENT FOR THE NEXT MONTH.

Rent will continue to accrue for the full month, even if notice is given, until all the above items are performed.

6. **ITEMS LEFT IN UNIT.** Maximum Mini Storage may, at their sole discretion, dispose of all items remaining in Tenant's Space, in any manner Maximum Mini Storage deems appropriate, once Tenant Surrenders or Abandons the Space. Maximum Mini Storage shall not be liable to Tenant or others for such disposal.
7. **CLEANING DUTIES.** At move-out, Tenant shall: (i) clean the space; (ii) remove all items from Space and Maximum Mini Storage; (iii) not use the Maximum Mini Storage's dumpster without permission (iv) sweep the Space; (v) repair any damage to Space's walls; and (vi) remove Tenant's lock. In addition to any other charges or remedies, the following are the agreed charges for damage or your failure to perform duties for cleaning under the Rental Agreement or this Addendum: (i) Sweep Space: \$15.00; (ii) removal of items: \$5.00 per item or actual cost whichever is greater; (iii) repairs to walls: \$7.50/SF (Minimum charge \$25.00); (iv) repair to Door: actual cost; and (v) failure to remove lock: \$40.00.
8. **BALANCES DUE.** If I fail to pay all rent and other charges due prior to move-out, Maximum Mini Storage is authorized to report the balance due to a collection agent and a credit reporting service.

Tenant's signature: _____

Date: _____