



VACATE NOTICE CARD

In order to avoid charges, return this Vacate Notice Card completely filled out and signed to the front office at least **30 days** prior to the expiration of your monthly tenancy.

REMEMBER TO:

- *Remove all items from the storage unit (s)*
- *Leave the units broom swept clean and undamaged*
- *Remove your lock from the unit (s)*
- *Pay all account balances on the unit (s) in full*

Name (Print) _____ **Unit Number (s)** _____

Storage Master Facility _____

Date of Vacate _____

Reason for Vacating _____

How was your experience? _____

Signature: _____ **Date:** _____

Office Use Only

Date Received _____ **Employee** _____