APT STORAGE
Leasing Checklist

Call APT Storage at 571-261-4240 with any questions

RESIDENT CAN GO INTO STORAGE UNIT UPON COMPLETION OF THE FOLLOWING: RESIDENT MUST FILL OUT APPLICATION, INTERIM OCCUPANCY AGREEMENT, AND APT-PC AGREEMENT. RESIDENT MUST PAY APPLICATION FEE, APT-PC COVERAGE, AND ONE MONTH'S FULL RENT BY CHECK OR CREDIT CARD UPON SIGNING APPLICATION.

Tenant must be in Good Standing with Property

All forms are available on-line at https://aptstorage.website.storedge.com/client-login

☐ **Resident** completes and signs **Customer Application/Reservation Form (Section I)** PLUS

1) ☐ **Interim Occupancy Agreement** (**do not** fill out sample lease agreement).

☐ **APT-Protection Coverage (APT-PC).**

1a) ☐ If Resident is Active Military, they must fill out the Military Addendum

1b) ☐ Resident completes and signs Motorcycle Addendum ONLY IF Resident will store a motorcycle. Motorcycle Addendum can be found in the SOP Manual or on our website at https://aptstorage.website.storedge.com/client-login ***THIS ONLY APPLIES TO PROPERTIES PERMITTED TO ALLOW STORED MOTORCYLES***

2) ☐ Resident completes Credit Card Payment Form if any of the following will be paid by credit card: application fee; first full month's rent + APT-PC plan; recurring monthly rent. APT Storage charges a $2.95 processing fee on all credit card transactions

3) ☐ **Leasing Agent** fills out **Section II of the Customer Application/Reservation Form** assigning storage unit; indicating storage unit move in date; rental amount; unit size; and their first and last name.

4) ☐ **Leasing Agent collects the Application Fee and First Full Month's Rent** (including sales tax) and APC-PT plan by check, money order, or credit card. Checks/money orders should be made payable to APT Storage. APT Storage will run credit cards.

5) ☐ Leasing Agent emails all completed forms plus a copy of the check or money order (if not paying by credit card) to APT Storage at accounts@aptstorage.com

6) ☐ **Leasing Agent mails original paperwork plus payment by check or money order** to APT Storage, PO Box 767, Haymarket, VA 20168.

7) ☐ **Leasing Agent gives the Resident a complimentary padlock set** to secure their storage unit **and unlock the deadbolt** to the storage unit. (deadbolt keys are for office use only)

8) ☐ **APT Storage will prepare a Leasing Packet** that will contain two copies of their Lease Agreement **and will send it to the Resident**.

Do not give deadbolt keys and/or gold locks to Residents under any circumstance!
CARDBOARD BOXES ARE PROHIBITED IN DC PROPERTIES AND HIGH-RISE APARTMENTS PER FIRE MARSHAL!