APT STORAGE
1-800-217-4280
<u>Storage Unit Check - URGENT</u>

Today's Date:	"DATE"	Storage Unit(s):	"#####"
Property Name:	"Property Name"	Tenant Name:	"Tenant Name"

<u>Reason</u>: Tenant has vacated unit and removed the padlock. Need unit checked to confirm move out.

Jennifer Nowlen
APT Storage
Director of Operations

Leasing Office Confirmation

a. Tenant padlock removed? **Yes**   **No(if *<u>no DO NOT LOCK DEADBOLT</u>*)**

b. Deadbolt locked?   Yes   No

c. Unit Empty?   Yes   No

d. Is the interior of unit damaged?   Yes   No

e. Does the unit need to be swept out? Yes   No

e. Is tenant still on property?   Yes   No (forwarding info?)

Comments and/or damage report: _____

_____

_____

_____

Please fax this form back to APT Storage at (571) 261-4244.
Thank you!

By: _____   Date: _____
   Signature

_____   Title:_____
   Printed Name