Storage unit Number: _____

NOTICE OF INTENT TO VACATE STORAGE UNIT

(14 Day Written Notice Required)

I hereby give notice that I will vacate the storage unit listed above by 5:00 pm on _____.

I agree to <u>remove the padlock</u> and all of my property from the space and to leave the storage unit broom clean and damage free. In the event this is not done, I understand I will be responsible for all monthly rent and other charges assessed plus a lock removal fee ($150.00), repair and/or cleaning charges ($75.00) until the padlock is removed. I understand that should I fail to vacate the unit by the above date, I will be responsible for additional monthly rent. <u>I understand that, upon vacating, the padlock is mine to keep and must be removed.</u>

<u>Per the terms of the lease agreement, I understand that I will be responsible to pay a **lease break fee,** equal to one month's rent, if I do not provide a 14 day written notice to vacate (via either email or postal mail).</u>

I understand that I will receive a confirmation from APT Storage that notice has been received**. <u>I understand it is my responsibility to make sure APT Storage receives my Notice to Vacate.</u>**

_ _____ _____

Occupant Name Date

_____ _____

Occupant Signature Occupant Address

_____ _____

Occupant Phone Number Occupant Email Address

Please email or mail this notice to: APT Storage, P.O. Box 767, Haymarket, VA 20168

Email: **accounts@APTStorage.com**

THANK YOU FOR YOUR BUSINESS!! Please help us better serve all of our customers in the future by answering the following:

Reason for vacating storage unit:

o Moving from the apartment community
o Moving to an off-site storage facility
o Selling/discarding stored belongings
o Dissatisfied with APT Storage
o Other: _____

Would you rent from us again: o Yes o No

Please Explain:

_____

_____

_____