

# NOTICE OF TERMINATION

I, \_\_\_\_\_, hereby give my notice that I plan to vacate storage unit number \_\_\_\_\_ at Southern Pavilion Casa Grande located at 847 N Colorado St, Casa Grande, AZ 85122 on \_\_\_\_\_ (enter move out date).

I understand if I give this notice **after the last day of my current rental period** my unit rent is due in full for the entire month and **cannot** be prorated. The full amount of rent is due and payable.

I understand **if** a deposit is being held on this account, my deposit will not be refunded until:

- All rents are paid current.
- The unit is vacated, and ***ALL*** items are removed.
- The unit is left broom clean.
- The lock is removed.
- A final check of the unit by ***Management*** is completed.

***THERE ARE NO REFUNDS FOR THE CURRENT MONTH'S RENT.*** Only prepaid rents will be refunded.

The above-named self-storage store may assume anything left in my Storage Space after the vacate date is abandoned by me and may dispose of any item in any manner they choose. ***It is understood I will be subject to a \$50.00 cleaning fee and up to \$200 disposal fee of any abandoned items. Cleaning and disposal fees are due at time of vacate before the self-storage manager can sign off on the vacate.***

\_\_\_ I will be moving my items out of storage myself

\_\_\_ I will be using a third-party mover to move my items - (please complete the third-party mover form if you will not be present)

If you will be using a third-party to move your item(s), we will need you to complete the Third-Party Movers Form if you will not be present when the movers are at the self-storage facility. The office needs to know the name of the company and the mover's name(s) and on what date they will be moving your items. Our staff is not allowed to assist with the moving of any items, nor is the self-storage facility responsible for letting your movers in and out of your unit. It is your responsibility to provide your movers with your unit number and a key to your lock if you are not going to be present. Once our staff has confirmed your mover's information and identification, they will let your mover's in and out of the gate.

Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please help us do a better job of serving you in the future by answering the following:  
The reason you are leaving: please place check the appropriate item.**

Reason for Leaving: \_\_\_ Cannot Afford \_\_\_ Closing Business \_\_\_ Consolidating Units \_\_\_ Moving \_\_\_ No Longer Need  
\_\_\_ Other \_\_\_ Rate Increase \_\_\_ Renting at Another Store \_\_\_ Too Expensive \_\_\_ Vacated Without Notice

Would you rent from us again? \_\_\_ Yes \_\_\_ No \_\_\_ Unknown

**Using a scale of 1 to 5 please complete the following questions: (1=lowest - 5=highest)**

1. The Cleanliness of the facility - \_\_\_\_\_
2. The Safety of the facility - \_\_\_\_\_
3. The Pricing of the units - \_\_\_\_\_
4. The Friendliness of the staff - \_\_\_\_\_
5. The Services provided to you by the facility - \_\_\_\_\_

Are you interested in receiving future marketing offers? \_\_\_ Yes \_\_\_ No If yes, enter email \_\_\_\_\_

Comments or Suggestions: \_\_\_\_\_

## FOR OFFICE USE ONLY

Tenant vacated without notice	Date Vacated: _____	Found on Rounds By: _____
Notice entered in computer	(enter date): _____	By Whom: _____
Rent paid to date	(enter date): _____	
All items are removed from the unit	Yes ___ No ___	Checked By: _____
Unit is broom clean	Yes ___ No ___	Checked By: _____
Is there a refund due on the account	Yes ___ No ___	Refund Amount: \$ _____
Account has been moved out in the computer	(enter date): _____	By Whom: _____
Paperwork has been moved to the move out file	(enter date): _____	By Whom: _____
Termination Notice is uploaded in SharePoint	(enter date): _____	Manager: _____
Unit file paperwork is all uploaded in SharePoint	Yes ___ No ___	Manager: _____
Folder name has been updated in SharePoint	(enter date): _____	Manager: _____
Additional Notes: _____		