

NOTICE TO VACATE

Facility: Van Mall Storage

Unit #: _____

I plan to vacate my storage unit on (Date)_____. I understand that I must leave the unit clean, without any debris or discarded belongings. I understand that if I leave anything behind I will be charged a cleaning service charge of a minimum of \$35.00 per hour, plus dump fees, and that my account may be referred to a collection agency for collection of said charges and fees.

Signature of Tenant: _____ Date: _____

E-Mail for Move-out Confirmation: _____

Actual Date Unit is Vacated

Signature of Tenant: _____ Date: _____

Please tell us how we can improve our service.

Instruction:

Please fill out top portion of this form and only sign, date the first **Signature of Tenant**. Return this form to our office a minimum of 10 days before your actual date of move-out. **Tenants are not obligated to terminate tenancy on the above date.** Please give notice to the manager in the event that you decide to stay longer.

Once your unit is empty and clean, remove your lock and come into the office to complete this form by signing and date the **Actual Date Unit is Vacated** as soon as possible to stop your rent accrual. We will send you an e-mail confirmation of your move-out.

A refund will not be issued if the amount is less than \$10.00 or if you have rented your unit on a special and vacate during the discounted month.

This form is only valid when signed by the tenant whose name is on the original contract.

If you have printed this form from our website, fill out the top portion and mail it to us.

Address: Van Mall Storage - 4214 NE 72nd Ave. - Vancouver, WA 98661

A phone call to notify us of your intent in sending us this form would be helpful.

Phone: 360-891-6004

The signature will be verified to your contract signature before this form is valid.