



3013 N. Water St, Bay City, MI 48708
989-894-4000

Name: _____ Unit # _____ Gate Access number _____ #

Welcome! The following information is for your reference. It contains some important suggestions and pertinent information about the policies of this storage facility.

1. **Your monthly fee is _____ and is due on the first (1st) of each month.**
2. **We will not send you a bill.** Please mail your payment, bring it into the office or place in the drop box. We can also take phone payments with a credit card or can automatically charge your card each month.
3. **If we have not received your payment by day 10 of the month, your gate access will be denied and we will also charge a late fee of \$5.00 on day 11 of the month.**
4. If your payment is not received by the 15th of the month, an additional \$10.00 late fee will be charged and we may process your unit for public auction.
5. **A partial payment will not stop fees or official procedures.** Any agreement between tenant and management to extend payment dates or defer sale of goods must be in writing and signed by both management and tenant to be binding.
6. **A \$25.00 fee is automatically charged for all returned checks as well as a \$15.00 late fee.** All future payments must be made by cash or money order.
7. **We do not prorate when you vacate a space and you must notify us when you no longer want the space.** The storage space must be vacated on or before the last day of the month for which rent has been paid. If your space is not vacant on the first (1st) day of the month, a full month's rent is due. There are no exceptions!
8. **Please keep us updated of any address changes and/or phone number changes.** Until we are notified in writing with your signature, the only valid address and telephone number present is on the lease.
9. We do not assume liability for the goods you store. Adding stored goods to an existing policy is generally quite inexpensive; we recommend contacting your insurance agency.
10. Do not use the rental space for anything **but DEAD STORAGE.** Do not store any flammable, explosive or illicit materials. The space is to be used for storage only.
11. To use the electronic gate, enter your Access number then press the pound key (#), if you make a mistake, press the star key (*) and it will clear out so you can start over again. Gate hours are from 6:00 AM to 11:00 PM, seven days a week. **The gate will not open after 11:00 PM, so please be out on time.**
12. **Do not follow someone through the gate without first putting in your access code.** The gate may close on you or you may not be able to exit.
13. Office hours (subject to change) are from 10:00 A.M. to 5:00 P.M., Monday, Tuesday, Thursday & Friday; 10:00 AM to 2:00 PM Saturday. We are closed except by appointment on Wednesday and Sunday, and closed Saturdays in July and August. The office is closed for the months of January and February, phone messages are answered at least weekly.
Management is on the property after hours for security reasons only.
14. Stored units are not allowed to be plugged into a 110V power outlet unless the owner is present.
15. RV owners must turn off their propane tank(s) and leave their stabilizer jacks in the up position.
16. **No sanding, painting or power waxing/buffing is allowed** anywhere on the premises without management permission.
17. Please leave aisles clear and do not block another tenant's access.
18. There is a potable water outlet for washing or tank filling/flushing and an air hose for tires on the side of the main building that you may use. We do not have a black water dump station.
19. We will strictly enforce all policies and conditions in our contract. We do not make exceptions!

Thank you! We appreciate your business and look forward to your having a pleasant stay with us. If we can be of further help, please let us know.

Tenant Signature

Date

Name: _____