

Fairhaven Storage, LLC

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Notice of Intent to Vacate

A thirty (30) day written notice is required ~ No Refunds

Unit #: _____

Tenant Name: _____

Phone Number: _____

Today's Date: _____

Vacating Date: _____

I understand that I am required to complete the following during the vacating process:

- Remove all items from storage unit.
- Sweep clean.
- Remove lock from the storage unit. (The tenant is responsible for rent if the lock remains on the unit.)
- Return key to exterior lock. If your unit is in Buildings 1 – 4 (Tenant is responsible for rent until the key is returned. If key has been lost or misplaced tenant is financially responsible and will refund Fairhaven Storage for the total cost.)
- Pay all overdue rent and fees.
- Check out at the office. If you vacate after office hours let us know.

As stated in the original contact, it is understood that there is a minimum garage disposal charge of \$50.00 (dump fee's may apply) if any items are left behind, those items will be considered the sole property of Fairhaven Storage. Additional charges will apply if unit is found damaged.

NO PARTIAL MONTH'S RENT SHALL BE REFUNDED.

We will however, pro-rate your last month's rent provided you:

- First, use this form to us required written notice prior to your move-out. Submit by 20th of the month prior to your move-out month.
- Then, come in and vacate your storage unit by the 5th day of your last month; you will only be required to pay through those 5 days. If you are unable to move out by the 5th day of the month, you will be charged the full month's rent. (You are responsible for any late fees per rental agreement if rent is not paid by the 7th.)

Unpaid storage rents or fees will be sent to a collection agency.

Tenant's Signature: _____

Date: _____

Forwarding Address:
