



**NOTICE OF INTENT TO VACATE**

To: Air & Space Self Storage

This is to inform you that I, \_\_\_\_\_, the occupant of record for unit #\_\_\_\_\_ have vacated/will vacate effective \_\_\_\_\_.

\_\_\_\_\_  
Occupant Signature

\_\_\_\_\_  
Date

*Thank you for storing with Air & Space Self Storage. We would appreciate your feedback to help us as we strive to continually exceed our customers' expectations.*

**What is your reason for leaving us today?**

- Moving to New Home     Moving Out of Town
- No Longer Needed       Other

*If other, please explain:*

\_\_\_\_\_

**Do you have any suggestions of ways that we could improve your experience with Air & Space Self Storage?     Yes     No**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Would you recommend us to someone who needed storage?**

- Yes     No

*Please explain:*

\_\_\_\_\_

Please bring this notice to the office at least 10 days prior to your intent to vacate as required by your lease. If the office is not open, please drop this notice into our mail slot or fax it to the above number.

**Reminders:**

1. Your account must be current with no outstanding balance prior to vacating.
2. Please leave the unit completely clean leaving nothing behind.
3. Please remove your lock and take it with you.
4. You will be charged rent up to and including the day you vacate. If you do not vacate on or before the 5<sup>th</sup> of the month, a whole month's rent will be charged.
5. If your plans change after delivery of this notice, please inform us at once so we can allow you to continue renting your unit.

*We appreciate your business, and hope to be able to serve you again in the future.*

**For Management Use Only:**

This notice has been received and accepted by \_\_\_\_\_ an authorized representative of Air & Space Self Storage on \_\_\_\_\_.

This notice was received:     in person     via fax     by mail     in mail slot