



NOTICE OF INTENT TO VACATE

To: **MORGAN'S POINT STORAGE**

This is to inform you that I, _____ the occupant of storage unit # _____ have vacated/will vacate effective _____.

Date: _____ Occupant Signature: _____

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 us at 254-780-3881.

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. If you need packing or moving supplies, we have a full line available at reasonable prices to fill your needs.
5. You will be charged rent up to the day you vacate. If you do not vacate on or before the 1st of the month, a whole month's rent will be charged.
6. If your plans change after delivery of this notice, please inform us at once so we can allow you to continue renting your unit.

Thank you very much for storing with us. We appreciate your business, and hope to be able to serve you again in the future.

Below for Management use only:

This notice has been received and accepted by _____ an authorized representative of MORGAN'S POINT STORAGE. This notice was received in person _____, via fax _____, in mail slot _____.