

Notice of Intent to Vacate

Date: _____

Unit Number: _____

To Whom It May Concern:

You are hereby advised that the undersigned will vacate the storage unit listed above by _____. I agree that I will leave the unit **swept, empty, and in good condition. If I fail to vacate by the above date I will give notice to the manager that I would like to retain my unit until a later date.**

Tenant Signature

Tenant Name

Company Name

Forwarding Address if Applicable

City, State, Zip

Manager's Inspection of Vacant Unit

I, the undersigned, give notice that the above listed unit is vacant and that said vacancy was discovered:

- Clean, swept, and empty with no lock on it.
- With miscellaneous trash, debris, and or abandoned with no lock.
- With miscellaneous trash, debris, during the course of normal collection procedure when lock was cut.
- Empty during the course of normal collection procedure when lock was cut.
- Emptied during the course of normal auction procedures. Amount collected during auction was \$_____.
- Transferred to unit number _____ with a credit of \$_____.

Facility Manager