



TENANT ACTION SHEET

STOP AUTOMATIC PAYMENTS Request: I request future payments for Unit(s) # _____
 NOT be taken automatically from my Credit Card / ATM Card / Check Card without my signature.
 I will make other arrangements for payment in the future.

INTENT TO VACATE: I plan to vacate my storage # _____ on Date _____

I HAVE VACATED: I have vacated my storage unit # _____ on Date _____
 I have left it clean and empty and have removed my lock. I also understand that as per my Rental Agreement there are no refunds of a partial month's rent.
 Reason for vacating: _____

As a Security Public Storage customer, your opinion is very important to us. Would you please take a moment to answer the questions below so we may better serve you in the future?

How would you rate the following?

	Excellent	Good	Fair	Poor
Professionalism of staff?				
Responses to requests?				
Cleanliness of property?				

Would you rent from us again if you needed storage? Yes _____ No _____
 Would you recommend us to a friend or associate? Yes _____ No _____

TENANT ADDRESS / CONTACT CHANGE: I request my address be changed to the following.
 I request this new address be made my Address of Record for all notices and contacts under my Rental Agreement with Security Public Storage.

New Name _____ Unit Number _____
 Street _____ City _____ State _____ ZIP _____
 Home Phone () _____ Work () _____ Cell () _____

ALTERNATE ADDRESS / CONTACT CHANGE: I request the Alternate address on my rental agreement be changed to the following. I request this new address be made my secondary Address of Record for all notices under my Rental Agreement with Security Public Storage.

New Name _____ Unit Number _____
 Street _____ City _____ State _____ ZIP _____
 Home Phone () _____ Work () _____ Cell () _____

PERMISSION TO REMOVE LOCK: I hereby authorize management of Security Public Storage to remove my lock from my storage unit # _____ in my presence and release them from all liability for such action. I understand this will destroy my lock, and agree to hold Security Public Storage harmless for the cost of replacing the lock. **I understand there will be a fee for this service which must be paid in cash (\$10. For regular padlocks / \$15. For Disc Locks)** and I am responsible for replacing the cut lock with a secure, functioning lock **before leaving the property today.**

GATE CODE CHANGE REQUEST: I request the gate code for my unit # _____
 be changed to: * _____ #

Signature of Tenant _____ Date _____
 IDENTIFICATION VERIFIED for SPS by : _____ Date _____