



391 Nevada Street  
AUBURN, California 95603  
Office: (530) 823-7555  
Fax: (530) 823-9324

## NOTICE OF INTENT TO VACATE

I, \_\_\_\_\_ hereby give notice that I will **VACATE** my Storage  
Unit #(s): \_\_\_\_\_, at **Auburn Self Storage**, by \_\_\_\_\_.

(Date moving out)

I understand that to receive a pro-rate of my last months rent, I must do all the following by the above vacate-date: (All refunds are mailed out after payment is made and customer has moved out of unit. Refunds are mailed out within 14 business days).

1. Give a ten (10) day written notice to vacate. (**Prior to moving out**)
2. Remove all items from my storage space and sweep it "Broom Clean" and damage free. There is a minimum charge of **\$100.00** for any trash or disposal of items left upon vacating.
3. Remove my lock from storage space.
4. Pay all amounts owing, if any.

**I understand that if I have not moved out by the move-out date given above; this vacate notice will become NULL and VOID. I am responsible to take all my belongings in the said storage unit. Failure to do so, will result in additional charges added to my account for labor and dumping, if not paid will be sent to a collection agency.**  
(initial here) \_\_\_\_\_

**Please note:** Failure to do any of the above requirements may constitute in a reduction to your refund. If all requirements are met send my refund to this address (**Please Print Clearly**):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you,

Auburn Self Storage