

**COMMERCIAL INVESTMENT SERVICES
STORAGE RENTAL POLICY**

1. **DEPOSIT:** A damage deposit will be required. Deposit will be refunded within 14 days upon a 30 day notification from when rent is due (1st of Month) to the Landlord and/or Landlords' Agent's Agent of Tenant vacating and leaving premises in a good and clean condition.
2. **RENT:** Is due on the first (1st) of the month and must be brought into our office or mailed and postmarked on or by the fifth (5th) of the month. If not received or post marked by the fifth (5th) of the month a \$15.00 late fee shall be assessed. There will be a \$30.00 charge for all NSF checks.
3. **LEASE PERIOD:** Shall be a month to month tenancy.
4. **YEARLY PAYMENT:** Shall be non-refundable. A 10% discount will be applied on the total twelve month rental rate.
5. **PRORATION OF RENT:** Rent will be pro-rated going into the initial month. If Tenant fails to occupy and/or vacate premises prior to the minimum 30 day term, Landlord and/or Landlords' Agent shall retain that portion of rent paid in advance.
6. **CONTENTS:** No explosives or highly inflammable material or goods or noxious smelling items will be stored in the unit. Tenant must have legal right to possess items stored in unit.
7. **LIABILITY:** Tenant is responsible for securing contents in unit. Landlord and/or Landlords' Agent does not carry contents insurance and is not responsible or liable directly or indirectly for loss or damage to what the Tenant stores in the unit.
8. **PAYMENT FAILURE:**
 - A. Upon one month of non-payment, Tenant will be sent a statement indicating amount due.
 - B. Upon two months of non-payment, a lock of the Landlord and/or Landlords' Agent will be placed on the unit. Landlord and/or Landlords' Agent also reserves the right to cut the Tenant's lock in order to place a lock of the Landlord and/or Landlords' Agent's. Tenant will be sent by certified mail a written confiscation notice to be exercised 15 consecutive days following the date on the written notice.
 - C. It shall not be necessary for Landlord and/or Landlords' Agent to petition any Court to have such a sale or to appoint an appraiser of any property stored on the premises.
 - D. The Landlord and/or Landlords' Agent shall be under no obligation to produce no more than any amount more than necessary to pay rental due and/or reasonable cost of arranging for the disposition of such contents. If more is realized, the Landlord and/or Landlords' Agent will notify the Tenant of any such excess and therefore hold same in trust for the Tenant for 90 days at no interest. Failure to call for it within 90 day period or refusal to receipt for it shall terminate the trust and the Landlord and/or Landlords' Agent shall be entitled to keep such proceeds.
 - E. Landlord and/or Landlords' Agent may dispose of contents such as papers, pictures, documents, or like personal property that might not be considered to have any dollar value in such manner as it sees fit.
 - F. There will be a \$10.00 charge for locking/unlocking a unit that has been locked out for non-payment of rent. There will also be a charge for the current postage rate of a certified letter.
 - G. The unit will be unlocked within twenty-four (24) hours after full payment of all charges (other than week-ends).
9. It shall be the duty of the Tenant to furnish the Landlord and/or Landlords' Agent any change of address or phone number.