

MASSILLON AREA STORAGE

PROCEDURE ON HOW TO MOVE OUT AND TO TERMINATE YOUR LEASE(S)

MOVING-OUT OF UNIT:

1. MUST TAKE PLACE BY NO LATER THAN THE LAST DAY OF THE MONTH. There is NO grace period on move-out.
2. Please NOTIFY Massillon Area Storage management team that you are planning to move out ONE week in advance, prefer to have it in writing (email will be fine: massillonstorage@sbcglobal.net).
3. Rent and other fees (if any) will continue to be charged, **UNLESS UNIT IS COMPLETELY CLEANED OUT** and **KEY HAS BEEN RETURNED TO FACILITY OFFICE**.
4. Make sure you update your address and other contact information with us.
5. Rent is **not** pro-rated on move-out.
6. No refund will be given on pre-paid rent for the current month if moved out after 1st of month.
7. All rent, late fees, taxes and other charges, if any, must be paid in full prior to move-out or access to unit and to facility will be denied.
8. Unit must be left in undamaged, broom clean condition.
9. No personal property or trash of any kind is to be abandoned either inside or outside unit. A minimum \$100.00 plus tax and cleaning fee will be charged.

MOVING-OUT OF OUTSIDE PARKING SPACE:

1. Please NOTIFY Massillon Area Storage management team that you are planning to move out ONE week in advance, prefer to have it in writing (email would be fine: massillonstorage@sbcglobal.net).
2. Rent and other fees (if any) will continue to be charged, if we haven't been informed of you moving out. Management will not assume that parking spot has been vacated by tenant simply because the lot is unoccupied.
3. Rent is **not** pro-rated on move-out.
4. No refund will be given on pre-paid rent for the current month if moved out after 1st of month.
5. All rent, late fees, taxes and other charges, if any, must be paid in full prior to move-out or access to facility will be denied.

Please contact us asap if any of your contact information changes.