

# Written Request to Vacate My Storage Unit

Please completely fill out the agreement below then print, sign and fax it to (719) 391-7224. If you prefer, you can print out the agreement, fill it in by hand, sign it and fax it to (719) 391-7224

The Agreement, with your original signature, must be mailed to the address listed below.

Please keep a copy for your records.

**Mail to:** Valley Mini Storage, 639 Carson Blvd., Fountain, Colorado 80817

I \_\_\_\_\_ am currently renting unit \_\_\_\_ - \_\_\_\_\_. Please accept this letter as my formal request to **vacate** this rental unit. I understand that any rental and delinquent charges will continue to accrue until a copy of this agreement is received and acknowledged by the appropriate representative of Valley Mini Storage. The date of this acknowledgement, by Valley Mini Storage, will represent the date of acceptance of this request. Until that time, this rental unit will be treated as an active account and governed by the terms and conditions **set forth in the Original Rental Contract**. Valley Mini Storage is instructed to remove any and all items stored in said unit and dispose of them in any manner they see fit, including and not limited to, the sale of these items to cover any charges accrued to date.

**Time is of the essence in your returning this request to our office.** It is agreed that it will be in the best interest of all parties to get this matter resolved and move away from this problem compounding itself.

Valley Mini Storage is hereby instructed to **vacate** the above referenced rental unit.

## Tenant

Print Name \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Signature: \_\_\_\_\_

## Valley Mini Storage

Acknowledged by an authorized representative of Valley Mini Storage:

\_\_\_\_\_ This Date: \_\_\_/\_\_\_/20\_\_\_