



1074 Clements Ferry Road, Wando, SC 29492

www.TheExtraAttic.com

E-mail: Manager@TheExtraAttic.com

PH: 843-881-4500

Fax: 843-881-4600

NAME: _____ E-MAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: (H) _____ (W) _____ (CELL) _____

Others Authorized to Access Unit: _____

How did you hear about The Extra Attic? ___Phonebook ___Internet ___Referral ___ Drive By ___ Other: _____

Important Information: (Please Read Carefully)

- 1 Payment is due on the 1st of each month. All correspondence (including monthly statements and receipts) are sent electronically to the e-mail you provided above. There is a \$10 late fee charged after the 10th of each month plus \$1.00 each day until paid. Checks are payable to: **The Extra Attic Self Storage, 1074 Clements Ferry Road, Wando, SC 29492.** You can also *Pay Online* at www.TheExtraAttic.com.
- 2 Prorating is done at the beginning of the term of the lease and not at the end. No refunds allowed.
- 3 Notify us *in writing* of any change in address, phone number, emergency contact or authorized users.
- 4 The Extra Attic Self Storage *does not* provide insurance for items you store. It is your responsibility to provide insurance for your goods. Inventory and document everything you put in storage. It is a good idea to leave a copy of this list with your contact person.
- 5 Occupant cannot store explosives, highly flammable materials, goods or substances, corrosive, hazardous, or toxic materials that would cause damage or contamination to the space.
- 6 Please notify us at least *ten (10) days* prior to vacating the unit. To avoid a cleaning fee, make sure the unit is swept clean and empty, and the lock is removed. You must check out with this office before your unit will be considered vacated.
- 7 Smoking is prohibited in all units, halls, corridors and parking lot. A violation will cause immediate eviction with security deposit and prepaid rent forfeited.
- 8 There is a \$35 charge on returned checks. In the event of, only cash, money order or certified check is accepted.
- 9 According to SC Code of Law, we automatically place a lien on any property stored if the rent is not paid. After the *10th* day of the month and rent has not been paid, the unit will be over-locked by the landlord. Unfortunately, we must auction tenant's property if the rent becomes delinquent. There will be additional late charges and collection fees which often exceed \$250.00. Therefore, please pay on time to avoid this expensive and inconvenient process.
- 10 The following is a typical list of charges that may be incurred if rent is delinquent: (These charges and dates are subject to change without notice).

- After 10th day late charge..... \$10.00 (11th day thereafter \$1.00 per day).
- 50th day Cut lock, photo, inventory \$55.00
- 51st day Certified letter. \$10.00
- 55th day 1st AD placement..... \$65.00
- 62nd day 2nd AD placement \$60.00
- 75th day Auction..... \$50.00 (plus auction expenses).

I hereby acknowledge that I have read and fully understand the above information and acknowledge that I have received a copy of the same.

Signature: _____ **Date:** _____ **Agent:** _____ **Unit #:** _____

Credit Card Authorization

I authorize The Extra Attic Self Storage, to automatically, without further notice, charge my Visa, MasterCard, American Express or Discover card on the first day of the month that my rent is due. I also understand that I may cancel this authorization at any time, prior to the next due date, by written notification to The Extra Attic Self Storage.

Name on Card: _____

Billing Address: _____

Card #: _____

Exp Date: _____ **Amount/Month: \$** _____

Signature: _____