

BELLEVILLE STORAGE CENTER

RULES & POLICIES

OFFICE HOURS: 9:00 a.m. – 5:30 p.m. Weekdays

9:00 a.m. – 3:00 p.m. Saturdays

Closed Sundays

GATE HOURS: 6:00 a.m. – 9:00 p.m. EVERYDAY

THE SPEED LIMIT IN THE FACILITY IS 5 M.P.H.

NO PARTIAL PAYMENTS WILL BE ACCEPTED

WE ARE IN THE OFFICE DURING OFFICE HOURS TO ASSIST YOU. PLEASE DO NOT DISTURB THE TENANTS WHO LIVE ON THE PROPERTY.

NO PUBLIC SALES OR AUCTIONS ARE PERMITTED, & NO VEHICLE REPAIRS OR MAINTENANCE ALLOWED IN OR OUTSIDE THE UNITS. **NO OVERNIGHT PARKING** OF TRAILERS OR CONTAINERS, VEHICLES, OR PROFESSIONAL MOVER'S VEHICLES IS ALLOWED ON BELLEVILLE STORAGE CENTER PROPERTY. VIOLATORS WILL BE TOWED AT THEIR OWN EXPENSE.

SMOKING IS PROHIBITED ON BELLEVILLE STORAGE CENTER PROPERTY.

WHEN VACATING, YOU AGREE TO MOVE OUT ON OR BEFORE YOUR DUE DATE, SWEEP OUT YOUR UNIT, AND **NOTIFY THE OFFICE THE UNIT IS READY TO BE INSPECTED IN PERSON, BY MAIL, OR EMAIL (we do not accept notification of a move out by phone)**, AND DISPOSE OF ANY TRASH. A BROOM AND DUST PAN ARE AVAILABLE IN THE OFFICE DURING BUSSINESS HOURS. YOU MUST TAKE ALL TRASH WITH YOU, AS THE FACILITY HAS NO TRASH RECEPTACLES.

IF YOU DO NOT VACATE THE UNIT ON OR BEFORE YOUR DUE DATE, YOU WILL OWE A FULL MONTH'S RENT. THERE IS NO PRORATING OF RENT. **THERE IS NO REFUND OF ANY PRE-PAID RENT.**

YOU WILL BE DENIED ACCESS TO YOUR UNIT IF RENT IS NOT KEPT CURRENT, & A LATE FEE OF \$20.00 WILL BE ASSESSED IF RENT REMAINS UNPAID FOR 5 DAYS.

A **DEFAULT NOTICE** WILL BE SENT IF THE RENT BECOMES 30 DAYS DELINQUENT, AND A \$25.00 CHARGE ADDED TO YOUR ACCOUNT. AT THIS TIME YOUR LOCK MAY BE CUT AND REMOVED SO UNIT CAN BE INSPECTED AND PHOTOGRAPHED, AND A DEFAULT NOTICE WILL BE MAILED TO YOU. **AT THAT POINT NO PERSONAL CHECKS WILL BE ACCEPTED.** _____

IF RENT IS STILL DELINQUENT 15 DAYS AFTER THE DEFAULT NOTICE IS SENT, A \$45.00 LIEN FEE WILL BE ADDED TO YOUR ACCOUNT; AND A **PRELIMINARY LIEN NOTICE** WILL BE MAILED TO NOTIFY YOU THAT YOUR UNIT IS CONSIDERED "IN LIEN", AND IS SUBJECT TO PUBLIC AUCTION IF NOT BROUGHT CURRENT BY THE DATE LISTED ON THE NOTICE. **ONCE THE PRELIMINARY LIEN NOTICE IS SENT, PAYMENT OF ALL PAST DUE & CURRENT CHARGES MUST ME MADE TO REDEEEM YOUR UNIT.** _____

FOR YOUR PROTECTION LOCK CUTTING TOOLS ARE NOT ALLOWED ON THE PREMISES. YOU MUST COME TO THE OFFICE DURING OFFICE HOURS FOR ASSISTANCE. **THERE IS A FEE OF \$10.00 FOR US TO CUT OFF YOUR LOCK.**

THERE WILL BE A \$40.00 CHARGE FOR ALL RETURNED CHECKS, AND A \$10.00 REPROCESSING FEE IF A CHECK OR AUTO-PAYMENT DOES NOT CLEAR THE FIRST TIME.

- WE ARE PROVIDING YOU A **CHANGE OF CUSTOMER INFORMATION** FORM. WHEN YOUR NAME, ADDRESS OR PHONE NUMBER CHANGES; YOU AGREE TO COMPLETE AND RETURN THIS FORM TO OUR OFFICE. **IT IS YOUR RESPONSIBILITY TO KEEP BELLEVILLE STORAGE CENTER UP TO DATE WITH YOUR CONTACT INFORMATION.**

SIGNATURE _____ DATE _____