

Unit # _____ Price \$ _____ Next Payment Due _____

Community Storage & Properties, Ltd. Policies and Statements

We appreciate having the opportunity to serve you. At our facility we have taken steps to make sure that your property is safe and secure.

5 Steps to Storage Success!

1. **Use quality locks.** We permit our customers to provide their own lock, however, it is very important that you use a high quality keyed differently padlock. We recommend using a 2 3/8 inch disk lock to prevent any intruders from breaking your unit. At the office, we have a wide selection of choices for your convenience.
2. **Check on your insurance.** Community Storage does not provide personal property insurance at our facility. Many homeowner's or renter policies cover personal property, but we suggest that you call your insurance company to be certain that your valuables are protected.
3. **Make payments on time to avoid late fee.** All payments must be postmarked and mailed by the 5th of every month or you can choose the convenience of paying yearly. Please note: Payments received after the 10th of the month will be assessed a \$10 late fee. There are no exceptions to this procedure. Please mail all payments to: Community Storage, Box 151, Huntsville, Ohio 43324. We do have a Visa/MasterCard monthly payment program. If you wish sign up for our auto payment plan, please call our office at (937) 842-5169.
4. **Managing your unit.** Before you move into your unit, make a list of the items you plan to store. If you realize that you need a larger unit. No problem. Call (937) 842-5169 and ask for an upgrade or additional unit. We are committed to fulfilling all your storage needs.
5. **Leaving your unit.** Before vacating we ask that you call (937) 842-5169 or send written notice of your leaving. Upon leaving we ask that you sweep out your unit and be sure that it is completely emptied. After these conditions have been met your deposit will be mailed to you within 30 days. If these terms are not met, please refer to your contract for more information.

If you should have any questions my name is: _____

I can be reached at: _____

Community Storage & Properties, Ltd.
P.O. Box 151
Huntsville, OH 43324
(937) 842-5169

WE APPRECIATE YOUR BUSINESS!