



132 Deer Park Road, Port Angeles, WA 98362 (360) 417-1199 Fax: (360) 417-1144  
www.DeerParkSelfStorage.com

# NOTICE OF INTENT TO VACATE

Deer Park Self Storage, LLC requires a minimum of ten (10) days notice of your intent to vacate as required by your Lease Agreement. If the office is not open, please drop this notice into our mail box or fax it to 360-417-1144.

## REMINDERS:

1. Your account must be current with no outstanding balance prior to vacating.
2. You will be charged rent up to and including the day you vacate.
3. Please complete a Change of Information Form if your address is to change. (Only for Refunds Due)
4. Please leave the unit completely clean, unit must be swept and wiped of any spills, leaving nothing behind. \* ( A Cleaning Fee will be charged if not clean or empty). Please remove your lock and take it with you.
5. All prorated rents and security deposits will be issued on the debit or credit card that we have on file.
6. Packing or moving supplies are available at reasonable prices to accommodate your needs.
7. If your plans change after delivery of this notice, please inform us at once so we can allow you to continue renting your unit.
8. If you choose to mail this completed form, please call us to verify we received it.

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**Please complete the section below to initiate your intent to vacate.**

**Attention:** Deer Park Self Storage, LLC

This is to inform you that I, \_\_\_\_\_, the tenant on record for  
**PRINT NAME**

**Building:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_, will vacate effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Reason for Moving Out:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Tenant Signature:** \_\_\_\_\_

Thank you for your business. We hope to be able to serve you again in the future and will do everything to ensure you the best possible experience.

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## **\*STAFF TO COMPLETE UPON RECEIPT\***

**Date Received:** \_\_\_\_\_ **Received Via:** \_\_\_\_\_ **In-Person by Tenant**  
\_\_\_\_\_ **In Mail Slot**

**Management Accepted By:** \_\_\_\_\_ **Date Accepted/Rejected:** \_\_\_\_\_

**Entered Into Computer By:** \_\_\_\_\_ **Date Entered:** \_\_\_\_\_

**Comments:** \_\_\_\_\_