

# Information and Regulations

- Read your rental agreement carefully.
- Office hours are 8:30am to 4:30 pm Monday through Friday. Please call 515-232-2684 if you need assistance.
- Use of premises: No mechanical, fabrication, manufacturing, assembly or other related work shall be allowed. No hooks, screws, nails, or shelving shall be driven into the walls or framework of the building or storage unit. No signs, advertisements, notices or lettering shall be allowed on any part of the outside of the storage unit. Automobile gas tanks must not leak. We recommend placing a tarp under vehicles, boats, snow blowers etc. To avoid cleaning/damage charges, please empty your storage unit. The tenant is responsible for disposing of all waste material.
- Items not allowed to be stored. Gasoline, or any other flammable liquids, piled clothing, rags, papers, and unlawful goods of any kind, perishable foods, or used tires.
- No insurance is provided for any stored items. You are responsible for insuring the contents of your storage unit. We suggest that you call your insurance agent and discuss your coverage options. You may be covered under your homeowner's policy in the off premises coverage section. Some of the losses you may want to cover are as follows: water damage, theft, vermin, fire, or smoke damage, losses due to heat, cold, or moisture.
- Locks: Are available for purchase at our office. We do recommend a disc lock as they provide the most security. When you move out the locks are yours to keep, so please remove the lock when you are moving your things out of the unit. We do not have keys to customers units. If you do lose your keys to your unit, we can cut the lock off for you at a minimal charge. Please contact our office if you need assistance.
- Rent: All rent is due on the first of the month.
- Late Charges/Over locks. If rent is not received by the 5th of the month a \$20 late fee / over locking fee will be charged to your account. Access will be denied to the unit until all rent and late fees are paid. Cash, money order, or credit card payment will be needed to gain immediate access.
- Tenant must give a 10-day notice prior to vacating the unit. When moving out it is important that the tenant provide the rental office with a new address and telephone number. This will insure that your deposit is returned in a timely manner.
- Cleaning/damage deposit: if notice to vacate is given 10 days prior to the end of the monthly rental period (see agreement) and the unit is left completely vacant and broom clean, the cleaning/ damage deposit will be refunded. Please allow two weeks for processing. Penalties will be assessed for repairs, clean out, removal of debris, late charges, or removal of lock will be deducted from cleaning/damage deposit.
- No smoking in the units.
- No sales out of the storage units. A \$250 fine will be assessed for any sales of any kind out of the storage unit.
- There will be a \$250 fine assessed for any items left in the unit, outside of the unit, or in or next to our dumpster.
- Pets are not allowed to be kept in the units at any time.
- You are not allowed to sleep in or live in the storage unit.
- Please observe a 5 mile per hour speed limit to help prevent accident