



STORAGE

Instructions, Terms and Conditions

1. We need a copy of any **Renters PHOTO ID**.
2. Your **Rent** is **due** on the **First (1st)** of each month. If payment is not **Received by the 9th**, **Late Fees** will be applied.
3. Please **keep us updated** of any **Address Changes** and/or **Phone Number** changes.
4. We will not send you a bill. **Please Mail your payment or drop off** at payment slot.
5. When a payment is dropped in **Drop Box**, **please make sure to CALL to inform us** of the drop, the amount, the unit #, name of Renter.
6. Please **do not double lock** your unit, or use **one lock thru both holes**.
7. **Do Not try to Cut Off Locks**, please call us, any damage to the latch, door or building will be your responsibility.
8. **Please Leave Pallets in the unit**.
9. **No perishable foods, combustible materials** should be in the unit.
10. Please **put Drip Pans/Protection under anything that may leak**, or anything react with the concrete.
11. **Use our pallets to help with air circulation**. (Located where directed by owner) (Chanute Unit # 39, By Request in Gas)
12. **Pack your boxes and other items as close together as possible** to avoid moisture/humidity accumulating between them.
13. Don't put anything in the unit that is **Damp / Wet or Food**.
14. Be sure to **check your unit occasionally**.
15. We recommend **Renters Insurance** to cover the value of your goods, contact your Insurance Agency.
16. Mothballs are good to keep insects and other pests away, **BUT, please do not use very many mothballs at one time**.
17. **You are responsible for spraying inside your unit for insects**. We spray every unit when empty, and around the outside occasionally.
18. **You are responsible for rodent protection**, also. We also put rodent protection in empty units.
19. The storage unit **must be broom clean, emptied, and in good condition** when vacating the unit.
20. **Please do not litter premises**.
21. Be aware that there may be some dust in the unit; **please cover your items** if dust will harm them.
22. When **existing** the unit please **Remove Your Lock**

Thank You! We appreciate your business. If you need further help, please let us know.

Marvin and Debbie Eagle 620-625-3028 preferred Alt Ph: 620-583-0160 Cell
580 Kanza Rd., Yates Center, KS 66783

For Storage Tips check out our website www.eaglevalleystorage.net