



## *Instructions and Terms*

1. We need a copy of a **photo ID**.
2. Your **Rent** is due on the **first (1<sup>st</sup>)** of each month. **Late Fees** will be applied on the **tenth (10<sup>th</sup>)** of the month. (1-2 months \$10) (3 months & on \$20)
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, make sure to call** to inform us of the drop, the amount, the unit #, name of tenant.
6. **Do not try to cut off locks**, please call us, any damage to the latch, door or building will be your responsibility.
7. **No perishable foods, combustible materials** should be in the unit.
8. Please put containers, **under anything that may leak**, or react with the concrete.
9. Use our **pallets to help with air circulation**. (Located where directed by owner) (Chanute Unit # 39, by request in Gas)
10. Leave a **small space between the wall and your items** to allow ventilation.
11. **Pack your boxes and other items as close together as possible** to avoid moisture accumulating between them.
12. Don't put anything in the unit that is **damp or wet, keep Refrigerator Doors open**.
13. Be sure to **check your unit occasionally**.
14. We recommend **Renters Insurance to cover the value of your goods** which is generally inexpensive, contact your insurance agency.
15. Mothballs are good to keep insects and other pests away, **BUT, please do not use very many mothballs at one time**.
16. **You are responsible for spraying inside your unit for insects**. We spray every unit when empty, and around the outside occasionally.
17. **You are responsible for rodent protection**, also. We also put rodent protection in empty units.
18. The storage unit **must be broom clean, emptied, and in good condition** when vacating the unit.
19. **Please do not litter premises** or driveways.
20. Be aware that there may be some dust in the unit; **please cover your items** if dust will harm them.
21. Please leave **pallets in the unit**.

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

**Marvin and Debbie Eagle 620-625-3028**

**For Storage Tips check out our website [www.eaglevalleystorage.net](http://www.eaglevalleystorage.net)**