



**INTENT TO VACATE NOTICE**

This written INTENT TO VACATE NOTICE must be given to Hardy's Self Storage by the twentieth (20th) of the month you intend to vacate your unit. If no notice is received by Hardy's Self Storage you will be responsible for next month's rent. If you fail to vacate by your intended vacate date, your notice will be considered void, and will be cancelled. If you wish to change your intended vacate date, you must submit a new written INTENT TO VACATE NOTICE by the twentieth (20th) of the month you intend to vacate.

When you vacate your unit, you must remove your lock and leave the unit empty, swept and in good rentable condition. Any items left at the facility after vacating will be deemed to be of no value to you and will be discarded by Hardy's Self Storage at your expense at a minimum \$50.00 ABANDONED ITEMS FEE.

You must notify Hardy's Self Storage to verify your vacate and complete your move out. Please refer to your Rental Agreement if you have any questions regarding the proper vacate procedure or contact our facility for more information.

**UNIT NUMBER:** \_\_\_\_\_

**VACATE DATE:** \_\_\_\_\_

**VACATE REASON:** \_\_\_\_\_

Please provide a forwarding address should your address above not be valid upon your vacate.

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

\_\_\_\_\_  
**OCCUPANT Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**OCCUPANT Name (PLEASE PRINT)**

\_\_\_\_\_  
**Facility / Unit Number**