



Administration Department
P. O. Box 611627 • San Jose, CA 95161
Phone (408) 433-5550 • Fax (408) 433-5552
www.lockitupstorage.com

NOTICE OF RULES AND REGULATIONS

GATE HOURS: 6AM to 8PM - SEVEN (7) DAYS A WEEK – INCLUDING HOLIDAYS
OFFICE HOURS: 9AM to 6PM - SEVEN (7) DAYS A WEEK CLOSED MAJOR HOLIDAYS

PAYMENT OF RENT

Rent is **DUE AND PAYABLE ON THE FIRST(1ST)** day of each month. **We do not bill.** Please pay in person at the Managers' office or remit by mail. ALWAYS indicate your space number on the check. **PAYMENT MUST BE RECEIVED IN OFFICE BY 5 PM ON THE 10TH OF EACH MONTH** or fees will be applied.

PAYMENT CAN ALSO BE MADE ONLINE @ www.lockitupstorage.com (must have unit number & gate code)

Credit Card Phone in Fee \$2.50 Returned Check Fee - \$ 25.00

- **Late Charges: If not received by 5 PM on 10th of month.**
 - Rent less than \$ 60.00 - \$ 10.00
 - Rent \$ 60.00 but less than \$ 100.00 - \$15.00
 - Rent more than \$ 100.00 - \$ 20.00 or 15% whichever is greater

NOTICE OF LIEN

In accordance with California Business and Professional Code #21700 et. seq. stored property will be subject to a claim of lien for unpaid rent and other charges and may be sold to satisfy the lien if charges due remain unpaid for 14 consecutive days. (Payments must be paid by **CERTIFIED CHECK, CASHIER'S CHECK OR CASH**)

- Statutory Lien Notice Charges (2 Liens) - \$ 15.00 each (Pre-Lien & Notice of Lien Sale)
- Pre-Auction Charge - \$ 25.00
- Publication Notice (2 ads) - \$ 25.00 per ad

ENTER/EXIT

Use the code assigned to you TO ENTER and EXIT. **DO NOT TAILGATE IN OR OUT.** You **MUST EXIT** the premises by 7:45 PM as the electronic gates are **LOCKED FOR THE NIGHT at 8PM DAILY.**

- After hours lock in - 1st offense - \$25.00 — charges increase \$25.00 with each additional incident.

SECURITY OF SPACE

LOCKS: Occupant is responsible for providing locks for securing the storage space. Occupant must provide the lock before items can be placed therein. Locks are available for sale in office.

INSURANCE

LOCK IT UP **does not provide** insurance covering occupant's stored property. Insurance is available from independent companies to protect occupant in the event of theft, damage, or destruction of stored property.

PROTECTION OF STORED ITEMS

It is the Occupant's responsibility to cover with canvas or other protective material all furniture of personal property that may be affected by climatic or other conditions.

USE OF SPACE

LOCK IT UP rents storage space only. Any other activity is **STRICTLY PROHIBITED.**

HAZARDOUS MATERIALS

The storage of items classified as HAZARDOUS MATERIALS, and any other unlawful, dangerous agents or materials is PROHIBITED.

TRASH BINS

LOCK IT UP does not provide garbage bins for use by tenants. No trash is to be left at facility or charges will apply.

USE OF LIGHTING

Turn off all lights when leaving the storage space. A \$10.00 FEE will be applied if light is not turned off.

VACATE NOTICE Is located at the office - Contract Item # 17

A **7-day written notice from tenant is required** to terminate month-to-month tenancy. Without this notice, the security deposit WILL be retained by LOCK IT UP. You must leave your space clean and undamaged; remove your lock when you vacate.

- NO PRORATIONS ON MOVE OUT.
- STOP by the office during office hours (9AM – 6PM) to furnish a current mailing address. If a security deposit refund is due, it will be refunded within 30 days of your vacate date.

CHANGE OF ADDRESS Is located - Contract Item # 11

It is the responsibility of tenant to provide written notification to Lock It Up of any change of address or telephone number, either by personal delivery or by first class United States mail to the address used for rent payment. **CHANGES CANNOT BE TAKEN BY PHONE.**