



# THE STORAGE INN

2527 Fire Road  
Egg Harbor Twp., NJ 08234  
609-646-6400  
Fax: 856-646-8165

Vacate Procedures
1. Sign vacate form, 10 days prior
2. Empty Unit
3. Remove Lock
4. Check-out in office

## 10 DAY NOTICE OF INTENT TO VACATE SPACE & TERMINATE LEASE

Unit # \_\_\_\_\_ Notice Date: \_\_\_\_\_

I, \_\_\_\_\_, will be vacating the above unit on \_\_\_\_\_.

I will remove all items from the unit and leave it in a clean and sanitary condition. I desire to terminate my rental agreement for the above mentioned unit and understand that The Storage Inn may re-rent the space as it sees fit. After the unit is inspected by The Storage Inn, and the unit is found to be in a rentable condition, The Storage Inn will mail my security deposit to the following address, if applicable:

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

Unit Passcode: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

Email submittal of this form serves as your signature.

If submitting other than by email, sign here: \_\_\_\_\_

**After filling out this form, please Save the document and email to: [storageinnEHT@comcast.net](mailto:storageinnEHT@comcast.net)**

OFFICE USE ONLY	
Rent to be refunded \$	Date Vacated:
Deposit refunded \$	Date Inspected:
Total Refund \$	
Check #:	Manager: