

Ballard Mini Storage
4714 Ballard Ave. NW
Seattle, WA 98107-4850
(206) 784-3113
ballardministorage@coastmgt.com

Customer Change of Contact Information Form

Customer

Name: _____

Unit Number: _____

New Customer Information:

New Alternate Information:

Name: _____

Name: _____

Street: _____

Street: _____

City: _____ **State:** _____

City: _____ **State:** _____

Zip: _____

Zip: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

10- Day Written Notice to Vacate

It is your responsibility to:

1. Give written notice at least 10 days prior to your next due date.
2. Remove all locks from your unit door. If there is a lock on the unit, charges will continue to accrue. Unpaid storage fees will be sent to a collection agency.
3. Remove all your personal property from the storage facility. Dump fees will be billed to you for any items or trash left at the facility.
4. Sign out with us at the office during regular office hours, the same day you have vacated.

10 – Day Written Notice to Vacate Storage Space # _____ **Date to Vacate** _____

Customer Signature

Date