



Unit(s) or space no(s).

CHANGE OF ADDRESS, TELEPHONE, EMAIL, OR OTHER TENANT INFORMATION

TO: (Insert storage facility’s name and mailing address
and any fax or email address)

Please make the following changes in your records regarding my Self Storage Rental Agreement. I understand that the Rental Agreement requires me to notify management in writing if there is a change in my name, address, e-mail, telephone number, emergency contact person, or other tenant information. As Tenant, I understand that it is very important that I fill out this form and give it or mail or e-mail it to the storage facility manager when any of those changes occur.

Tenant's name (please print)	Storage Space #(s)
Tenant's old mailing address	Tenant’s old email address
Tenant's new mailing address	Tenant’s new email address

My new address(es) will be in effect upon receipt by Lessor unless a later date is inserted here: Effective:

Change phone number(s) to: Home: () Work: () Mobile: ()

IMPORTANT NOTE: For the following changes, written agreement by the facility is required, and agreement is at the facility’s discretion, as these changes represent amendments to the rental agreement. These changes are NOT EFFECTIVE until the facility agrees in writing to the changes. It is the tenant’s responsibility to follow up with the facility to obtain written agreement from the facility.

I wish to ADD the following person(s) as person(s) to whom the facility may, in its discretion, provide my account status, access code, space number(s), or assist with lock removal:

Driver’s license number(s) of such person(s):

I wish to DELETE the following person(s) as person(s) to whom the facility may, in its discretion, provide my account status, access code, space number(s), or assist with lock removal:

I wish to ADD the following person as a new emergency contact person under the Rental Agreement:

Name, address (City/State/ZIP Code), and email address

Date sent to Lessor via ☐ mail ☐ email ☐ fax

X
TENANT'S Signature

For Office Use Only:

Date received by Lessor

Lessor’s representative who received notice