

Leader Storage  
1285 Marks Rd.  
Valley City, OH 44280  
LeaderStorage.com  
330-708-7295

### Intent to Vacate Notice

**INSTRUCTIONS:**

1. You must have a zero balance on your account to submit this form. Online payments are accepted at leaderstorage.com
2. Fill out and place in drop box 7 days before your anniversary billing date.
3. Leave unit empty, no lock and in good condition.
4. A minimum \$75 clean up fee will be assessed for units left with any trash or other items.

Thank you for choosing Leader Storage!

Today's Date: \_\_\_\_\_

Unit Number(s): \_\_\_\_\_ Hinckley \_\_\_\_ Valley City \_\_\_\_

Leader Storage is hereby advised that the undersigned will vacate the storage unit listed above by (date)\_\_\_\_\_, **I agree that I will leave the unit swept, empty, and in good condition. If I fail to vacate by the above date I will give notice in writing to the manager that I would like to retain my unit until a later date.**

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Tenant Signature

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Print Tenant Name

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Forwarding Address if Applicable

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City, State, Zip

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**Facility Use Only**  
Manager's Inspection of Vacant Unit

I, the undersigned, give notice that the above listed unit is vacant and that said vacancy was discovered:

- [ ] Clean, swept, and empty with no lock on it.
- [ ] With miscellaneous trash, and debris Clean up fee assessed \$\_\_\_\_\_
- [ ] With miscellaneous trash, debris, and other items. Clean up fee assessed \$\_\_\_\_\_

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Site Manager