

**Forshay Storage & Van Co, Inc.**

9135 N. 2<sup>nd</sup> Street, Ste 100

Roscoe, Illinois 61073

Unit number is: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name of Tenant

\_\_\_\_\_  
Alternate Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Email address (Please print as: lower or upper case sensitive)

\_\_\_\_\_ I do not have an E-mail address, please call me.

I have read and accept all terms and fees with this agreement held by Forshay Storage & Van Co, Inc. (herein after known as Forshay Storage).

\_\_\_\_\_  
Signature:

Thank you for choosing Forshay Storage.

\_\_\_\_\_  
Staff member of  
FORSHAY STORAGE

Also, a reminder: When you decide to vacate the premises, please advise this office anytime Monday through Friday, 9am – 5pm, and remember we DO NOT REFUND any monies back to you less than 30 days. This means that if your rent was due on the 1<sup>st</sup> and you vacated on the 2<sup>nd</sup>, you are liable for the remaining month.)

There will be NO exceptions for the following:

\*\*It is your responsibility to see that your rent payment arrives in this office on or prior to the DUE date.

\*\*It is also your responsibility to inform us of any changes in your address, phone number(s) and E-mail address.

\*\*All checks are to be made payable to: FORSHAY STORAGE

## \*\*NOTICE TO ALL TENANTS OF FORSHAY STORAGE SHEDS

Our intention is to call or E-mail you any late notices or lien notices. Should you bring your payment in personally, you will receive a receipt, provided your payment is brought in Monday-Friday, 9-5pm. you that When your monthly payment is due, we will try to call or E-mail you and advise you of the impending fee and request payment be made ASAP. **Please make sure we have your updated E-mail address & phone numbers.**

These are the fees for FORSHAY STORAGE (effective August 1, 2008) as follows:

- 1) Late fee charge (on the 10th day) ----- \$20.00
- 2) Lien fee charge (on the 20th day) -----\$30.00 = \$50.00 Total
- 3) NSF Check Fee-----\$25.00
- 4) Lost Keys -----\$25.00

## TENANT RULES & REGULATIONS

The following RULES & REGULATIONS are hereby made a part of any and all rental sheds rented from FORSHAY STORAGE & Van Co. Inc.

**All tenants must use their own locks unless it requires the round ones.**

We do provide the small round locks that are required for the units with certain latches.

**\*\*\*Please Note:** if the keys are lost or stolen for the round locks, the tenant must pay the \$25.00 fee to replace it.

We **do not** take a deposit for any storage unit rented.

We **do not** take a deposit for any small lock provided.

Tenants are in charge of their units. **Please Note: tenant must also make sure to keep area clean around the door so that it will close properly. (Shovel snow, clean up garbage...Etc) Snow, rain and debris from the wind has been known to get underneath the doors and into the units if the area is not kept clean.**

1) Any person wishing to rent a storage facility from us will furnish us with a current photo driver's license or ID

2) If the shed you rent has a round cylinder lock, Forshay Storage will provide you with a lock and key(s) at no charge. Upon your vacating the premises, you will be required to return back to us any keys/lock provided by us to you at the time you took possession or during your tenancy.

a) Should you lose the key(s) to the lock during your tenancy; there will be a \$25.00 "rekey" Fee.

b) Most of the sheds will accommodate 2 locks; yours and **ours** for lockout purposes.

c) Upon vacating the shed please email/mail us a written notice 30 days in advance.

If your departure is on a weekend you will need to have someone available on the next business work day (Mon-Fri 9-5pm) to do a walk-through inspection of the unit with a member of our staff. At that time you will be expected to return the key(s) to us and we will expect the shed to be empty and in a broom-swept condition. If the keys are not returned per our instructions, you will be charged your usual monthly rent until such time that they are returned or the shed has been re-rented.

d) Since we do not have dumpster facilities for you to dump your unwanted belongings, please be advised that upon inspection, if it is found that you have left anything inside or outside your shed for us to remove, you will be charged back a ***minimum of \$100.00***, which is payable in full upon receipt of bill.

**4)** It is the responsibility of the tenant to carry their **own insurance** on the contents of their shed in order to cover things that could happen, such a break-ins and damages which may occur to contents because of moisture. Make sure your shed door is closed tightly to avoid rain or snow getting under the door. Tarps or pallets are allowed prior to putting contents in shed. Do NOT store food and perishables in the shed.

**Note: Do not store any hazardous or flammable materials or chemicals.**

4) The extent of Landlord's coverage is that of structural damage only. If a break-in occurs, the tenant must call the police and file a police report. FORSHAY STORAGE is **not** liable for any missing and/or damage done to the tenant's property.

5) During the winter season, snow and ice will build up against the doors. We do plow the areas in front of the sheds and the parking lots. If you access your shed during this time please bring along your own shovel and possibly a bottle of Heat or other ice melting product to make it more easily to remove the snow and ice. We do not provide these items nor will we be liable to shovel your shed out. During the spring & summer months, strong winds and rain may blow dirt & gravel up under the door, thus preventing the door from closing flush with the concrete & making it difficult to move the latch into the lock position. Please Note: It is your responsibility to keep your own area free of debris.

6) Once you have become a tenant of ours, please be advised that your **Move-in Date** is your payment date until you vacate the premises. Please note that NO receipt will be sent out via U.S. mail. Should you decide to pay personally at the office, a receipt will be given to you at that time. If you need a receipt at any time, you may request one, and we will gladly make a copy for you.

7) If your payment is not received in this office on or before the DUE date, you will receive an automatic computer generated **LATE FEE** of **\$20.00** – meaning you have a **9 day grace period**. On the 10<sup>th</sup> day the late fee applies to your account. The late fee MUST be paid with your rent payment.

8) If payment has not been received IN FULL within 20 days of the DUE date you will receive a LIEN NOTICE and charged another automatic fee of \$30.00 plus the \$20.00 late fee from the. The shed will be locked out and the items advertised for sale. Cost of the advertising is \$45.00 and is advertised for 2 weeks. This cost is added on to your bill and payable by you at the time you cure the lien. (Note: the lien may be cured by paying the outstanding balance IN FULL, PLUS COSTS, within the time allotted on the NOTICE DATE stated on the Lien). Payment is to be made in cash, money order or certified check.(No personal checks or credit cards will be accepted).Upon receipt of this payment by cash or credit card, within 24 hours the lock-out on your shed will be removed so that you may once again have access to your shed. Upon receipt of payment by check, the lock-out on your shed will be removed after 72 hours.

**9)** If more than one (1) Lien Notice has been issued in any 6 month period (even though you have cured the Lien), at the discretion of the landlord, you will be required to post a deposit fee with this office. The amount will usually be equivalent to one (1) months rent.

10) Any checks that are returned will be charged a **\$25.00 NSF fee**. This fee is to be paid upon notice to you or at the very latest, with your next rent check. It will then be at the option of the Landlord to continue to accept or not to accept personal checks from that point forward.

11) Tenant agrees to pat all attorney fees and court costs incurred by Forshay Storage in the event Forshay Storage must legally enforce this agreement.

12) Tenant agrees to indemnify and hold Forshay Storage harmless for any damage suffered by Forshay Storage due to storage of shed contents. Tenant further releases Forshay Storage and holds Forshay Storage harmless from any and all damage to shed contents not directly caused by Forshay Storage and agrees to indemnify Forshay Storage for any damage or loss suffered by Forshay Storage.

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\*\*It is also your responsibility to inform us of any changes in your address, phone number(s) and e-mail address.

\*\*Please be advised that the above policies WILL be enforced.

\*\*Please Note tenant must also make sure to keep area clean around the door so that it will close properly. (Shovel snow, clean up garbage...Etc) Snow, rain and debris from the wind has been known to get underneath the doors and into the units if the area is not kept clean.

For your information:

Door height – 8ft

Ceiling height – 10ft

Please retain the following information for your personal records:

**Move in Date** \_\_\_\_\_ **Is when Payment is due**

**After hours: Payment Drop Off.**

For your convenience; there is a payment slot for you to drop off your payments (*right of*) our orange door. Make sure that your **unit number** is on the bottom of the check.

Or you can mail them to the P.O Box listed below.

**\*\*Remember that on the 10<sup>th</sup> day or at 20 days; the computer will automatically generate the late fees when we open up the accounting program first thing in the morning. Please remit payments a day earlier.**

Mailing Address:

**Forshay Storage  
9135 N 2nd St.  
Roscoe, IL 61073.**

**\*\*Please make sure that we have your current info for contacting you about any possible late fees to your unit.**

**Email us @: [roscoestorage@gmail.com](mailto:roscoestorage@gmail.com)**

**Business Hours are: Monday - Friday  
9:00 – 5:00**

Phone: **815-877-9905** or **815-316-1955**

Fax: **815-316-2180**

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