

**EAGLE STORAGE**

**CHANGE OF ADDRESS FORM**

If you have had a change of address or phone number, we need written notification for our files to complete the change of address or phone number. This must be sent to our Facility via certified mail or deliver it by hand to our Facility Office. Call us at (715) 386-0707 to make arrangements to deliver this notice to us at our office at the Facility or if you have questions.

Please make the following changes to my account listed below:

Name: \_\_\_\_\_ Leased Space #: \_\_\_\_\_

Old Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Phone #: \_\_\_\_\_ As of Date: \_\_\_\_\_

New Email Address: \_\_\_\_\_ As of Date: \_\_\_\_\_

Lessee's Signature: \_\_\_\_\_

Please return as soon as possible.

Thank You!

**Lessee's Notice to Vacate**

Please be advised that I, \_\_\_\_\_, ("Lessee") intend to vacate Leased Space # \_\_\_\_\_ located at Eagle Storage on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. After this date, you may remove and dispose of my Personal Property left in the Leased Space so it can be re-rented. I have reviewed the Rental Agreement as it pertains to charges for disposal and cleanup that will be imposed should Eagle Storage have to cleanup or dispose of the Personal Property.

\_\_\_\_\_  
Lessee's Signature

Date \_\_\_\_\_