



CHANGE OF ADDRESS/NOTICE TO VACATE FORM

If you have had a change of address or phone number, or you intend to vacate, we need written notification for our files to complete the requested change. Notice must be delivered by hand to our facility office at **583 Lenertz Road, Hudson, WI 54106**. You may also call us at **(715) 386-0707** if you need to make alternate arrangements to deliver this notice.

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 #: _____

New email address: _____

Lessee's Signature: _____

Date: _____

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: _____