



**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 to update our written lease agreement with you. Notice must be mailed, scanned & emailed, or hand delivered to our main office at **583 Lenertz Road, Hudson, WI 54016 at least 15 days prior to vacating**. You may also call us at **(715) 386-0707** to make alternate arrangements to deliver this notice.

Please make the following changes to my account listed below:

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

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

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

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

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

New Phone #: \_\_\_\_\_

New email address: \_\_\_\_\_

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

Date: \_\_\_\_\_

**LESSEE'S NOTICE TO VACATE (Note: Per lease, 15 day minimum notice required):**

Please be advised that I, \_\_\_\_\_, ("Lessee") intend to vacate Leased Space # \_\_\_\_\_ located at Eagle Storage (*location*) \_\_\_\_\_ 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: \_\_\_\_\_