

Enon Self-Storage

14511 Golden Garden Parkway

Chester, VA 23836

Office (804) 425-6600 FAX: (804) 425-6602

www.enonselfstorage.com

OCCUPANT INFORMATION FORM

Customer Information	Name:		Are you or your spouse on active duty Military or Homeland security duty? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address:			Apt. #:	
	City:		State:		Zip Code:
	Driver's License/ID #:		DOB:	Home Phone:	
	Work Phone:	Cell Phone:		Email:	
	Preferred Method of Contact: OPT OUT OF TEXT OR AUTOMATED COMMUNICATION? <input type="checkbox"/>			INVOICE DELIVERY PREFERENCE: SELECT ONE	
	<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Other: _____			<input type="checkbox"/> Mail (\$1) <input type="checkbox"/> Email <input type="checkbox"/> None	
	Employer:			Social Security Number:	
Vehicle Information: (Make, Model, Color)			License Plate Number:		

Alternate Contact & Authorization to Allow Access	Name:		Relationship:		
	Address:			Apt. No.:	
	City:		State:		Zip Code:
	Phone:		Email:		
	Additional Authorized to Enter:				

Marketing Information	Thank you for choosing Enon Self Storage! ☺			
	Please take a minute to answer the following questions:			
	How did you hear about us? <input type="checkbox"/> Craigslist <input type="checkbox"/> Website <input type="checkbox"/> Sparefoot.com <input type="checkbox"/> Previous Tenant <input type="checkbox"/> Phone Book <input type="checkbox"/> Signs <input type="checkbox"/> Referral : _____			
	<input type="checkbox"/> Other: _____			
	How many other facilities did you visit? _____ Have you used Self Storage before? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, where? _____			
	How many miles from this facility? <input type="checkbox"/> <2 <input type="checkbox"/> 2-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5-10 <input type="checkbox"/> >10 <input type="checkbox"/> Out of State/Country: _____			
	What is being stored? <input type="checkbox"/> Furniture/Boxes <input type="checkbox"/> Business Inventory/Records <input type="checkbox"/> Vehicle <input type="checkbox"/> Boat/Equipment <input type="checkbox"/> RV <input type="checkbox"/> Motorcycle <input type="checkbox"/> Other: _____			
	Reason for storage? <input type="checkbox"/> Moving <input type="checkbox"/> Excess Stuff <input type="checkbox"/> Business Needs <input type="checkbox"/> Renovating <input type="checkbox"/> Marriage/Divorce/Separation <input type="checkbox"/> Estate <input type="checkbox"/> Other: _____			
Why this facility? <input type="checkbox"/> Price <input type="checkbox"/> Location <input type="checkbox"/> Gate Hours <input type="checkbox"/> Management <input type="checkbox"/> Security <input type="checkbox"/> Cleanliness <input type="checkbox"/> Truck <input type="checkbox"/> Advertising <input type="checkbox"/> Specials <input type="checkbox"/> Other: _____				
Residential /Type: <input type="checkbox"/> Apartment <input type="checkbox"/> Homeowner <input type="checkbox"/> Military <input type="checkbox"/> Senior <input type="checkbox"/> Student <input type="checkbox"/> Other: _____				
If Business/Type: <input type="checkbox"/> Financial <input type="checkbox"/> Distribution <input type="checkbox"/> Medical <input type="checkbox"/> Industrial <input type="checkbox"/> Legal <input type="checkbox"/> Non-Profit <input type="checkbox"/> Pharmaceuticals <input type="checkbox"/> Retail <input type="checkbox"/> Other: _____				

OFFICE USE:			
Unit: _____	Gate Code: _____	# _____	Notes: _____

PAYMENT POLICIES

1. Late fees will not be waived for any reason.
2. Payments are due on or before the 1st of each month.
3. Units with past due balances are locked on the 6th and access to the facility is denied until balance is paid in full.
4. A \$25.00 late fee is applied to any unpaid balance on your account on the 6th of each month.
 - a. Lien/auction fees may be applied to any balance owed after 10 days late and your unit will be scheduled for auction.
 - b. If payment deadlines occur on a holiday your payment must be received in advance of the holiday to avoid late fees.
 - c. Any payments placed in our drop box after close of business will be posted the next business day.
 - d. All payments that are mailed or delivered to our office must be received in our office by 5 PM on the fifth (5th) of each month to avoid a late fee, even if post marked prior to the fifth (5th). Please mail your payments early to allow for delays.
5. \$1.00 invoice fee applies to all mailed monthly invoices. We encourage you to select our email statement option or pay online at www.enonselfstorage.com. You can also choose to set up automatic monthly payments in our office at move in.
6. Customer authorizes and consents to be contacted at residence, email box, cell phone or through social media by automated telephone calls or texts. Automated calls or messages may be used for conveying important facility information marketing or collection purposes. Opt out must be specifically requested.

MOVE OUT PROCEDURE

SIGNED INTENT TO VACATE FORM DUE ON OR BEFORE 15TH OF THE MONTH.

*Any unit not vacated on time will automatically be billed the next month's rent in full.
All move-out dates are the last day of each month, even if keys are received early.*

NO PRORATED RENT FOR EARLY MOVE OUTS!!

Signature: _____ Printed Name: _____