



## INFORMATION & REGULATIONS

### SAFE KEEPING LLC

1. Read your rental agreement carefully.
2. Office hours are 8 a.m. – 8 p.m. Please call **515-231-3542** or email: [safekeeping50248@gmail.com](mailto:safekeeping50248@gmail.com)
3. Use of premises: No mechanical, fabrication, manufacturing, assembly or other related work shall be allowed. No hooks, screws, nails, or shelving shall be driven into the walls or framework of the building or storage unit. No signs, advertisements, notices or lettering shall be allowed on any part of the outside of the storage unit. Automobile gas tanks must not leak. To avoid cleaning/damage charges, please empty your storage unit . The tenant is responsible for depositing of all waste material.
4. Items not allowed to be stored: Gasoline or any other flammable liquids, piled clothing, rags, and unlawful goods of any kind, perishable foods or used tires.
5. No insurance is provided for any stored items: You may be covered under your current policy(homeowners or storeowners) under the “off premises coverage” section. We suggest that you call your agent or company. Some of the losses you may want to cover are as follows: water damage, theft, vermin, fire, or smoke damage, losses due to heat, cold or moisture.
6. Locks: Are available for purchase at the rental office.
7. Rent: All rent is due on the first of the month and must be auto-deducted from a checking or savings account.
8. Late charges: If rent is not received by the 5th of the month a \$20 late fee/over locking fee will be charged to your account. Access will be denied to the unit until all rent and late fees are paid. Cash, money order or bank transfer will be needed to gain immediate access.
9. Tenant must give a 10 day notice prior to vacating unit. When moving out it is important that the tenant provide the rental office with a new address and telephone number.
10. Cleaning/damage deposit: If notice to vacate is given 10 days prior to the end of the monthly rental period (see agreement), and unit is left completely vacant and broom clean, the cleaning/damage deposit will be refunded. Please allow two weeks for processing. Penalties will be assessed for repairs, clean out , removal of debris, late charges or removal of lock and will be deducted from the cleaning/damage deposit.
11. No smoking within the units or in the building.
12. No sales out of storage units. A \$250 fine will be assessed for any sales of any kind out of the storage unit.

13. There will be a \$250 fine assessed for any items left in the unit, outside of the unit, or in or next to our dumpster.

14. Pets are not allowed in the building or to be kept in the units at any time.

**Tenant's Signature:** \_\_\_\_\_

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

**Safe Keeping LLC  
620 Pennsylvania  
PO Box 100  
Story City, IA 50248**