



W2874 Graylog Road • Iron Ridge, WI 53035 • 920-960-4279
Beaver Dam & Mayville Locations

Vacating Your Storage Unit

Thank you for submitting your 30-day notice to vacate your unit(s) at Westside Storage!

Please keep in mind that because rent is on a month-to-month basis, your 30 day notice allows you to vacate by the 1st of the month following the 30 days; if you vacate mid-month, you are still responsible for that entire month's rent.

We will be sending you an invoice for the month you plan to vacate (just in case life doesn't go as planned!) but if all goes well and you have vacated your unit and **returned your key(s) to us by the 1st**, please disregard that invoice.

When vacating, please remember to leave the unit clean and swept. Once all contents have been removed from Westside Storage property, **please secure** the unit and contact us at 920-960-4279 to arrange for the return of the key(s). There is also a drop box available for your convenience at W2874 Graylog Road in Iron Ridge, WI. **Please keep in mind that you are not considered to have vacated until the key(s) is back in the possession of Westside Storage.** If for any reason you are unable to reach us, please take advantage of the drop box to avoid unnecessary rent.

Once we have checked your unit to confirm that it is empty and clean, any security deposit refund will be mailed to the address on file within approx. 14 days. Please mail in a change of address if you have recently moved so there is no delay in receiving your refund.

Thank you for your business! We look forward to working with you again in the future, should the need arise.

Sincerely,
Westside Storage

Please note: additional fees may be charged during the vacating process for specific reasons such as failure to return the key and/or failure to notify us that you are out of the unit or leaving items on Westside Storage property. To avoid any/all additional fees, please stay in contact with us and take everything with you when you leave ☺