

**OC EASY STORAGE  
14300 Alton Pkwy Lot B  
Irvine, CA 92618  
866-372-9781**

**Intent to Vacate Notice**

**Date:**

**Unit Number:**

**To Whom It May Concern:**

You are hereby advised that the undersigned will vacate the storage unit listed above by \_\_\_\_\_, I agree that I will leave the unit **swept, empty, and in good condition. If I fail to vacate by the above date I will give notice to the manager that I would like to retain my unit until a later date.**

\_\_\_\_\_  
**Tenant Signature**

**Rent Paid Thru:**

**Amount Due:**

\_\_\_\_\_  
**Tenant Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Forwarding Address if Applicable**

\_\_\_\_\_  
**City, State, Zip**

**Manager's Inspection of Vacant Unit**

I, the undersigned, give notice that the above listed unit is vacant and that said vacancy was discovered:

- [ ] Clean, swept, and empty with no lock on it.
- [ ] With miscellaneous trash, debris, and or abandoned with no lock.
- [ ] With miscellaneous trash, debris, during the course of normal collection procedure when lock was cut.
- [ ] Empty during the course of normal collection procedure when lock was cut.
- [ ] Emptied during the course of normal auction procedures. Amount collected during auction was \_\_\_\_\_.
- [ ] Transferred to unit number \_\_\_\_\_ with a credit of \_\_\_\_\_.

**Rent paid through** \_\_\_\_\_ (month/day/year)

**Amount Due** \_\_\_\_\_

\_\_\_\_\_  
**Property Manager**