

**TENANT INFORMATION SHEET** (To be filled out completely and legibly by tenant) Unit# \_\_\_\_\_

Name \_\_\_\_\_

Street Address ( No PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**Mailing Address(if different from above)** \_\_\_\_\_

**City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_ 27

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ St \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ Email \_\_\_\_\_

(Please note that email is for internal use and will not be sold)

Employer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

**Emergency Contact** ( This person should be at a DIFFERENT address- if not, an alternate phone # MUST be given)

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

**OTHERS AUTHORIZED TO ACCESS STORAGE UNIT**

\_\_\_\_\_

Name

Name

Name

How long do you plan on storing your belongings? \_\_\_\_\_ (Informational only. Non-binding)

**BRIEF DESCRIPTION OF PROPERTY BEING STORED** ( Example: Household items, business items, Motorcycle)

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**HOW DID YOU HEAR ABOUT US?**

Driving by \_\_\_\_\_ Website \_\_\_\_\_ Live Nearby \_\_\_\_\_ Word of Mouth \_\_\_\_\_ from \_\_\_\_\_

Facebook \_\_\_\_\_ Brochure \_\_\_\_\_ Sparefoot \_\_\_\_\_ Google \_\_\_\_\_ Yelp \_\_\_\_\_ Previous Tenant \_\_\_\_\_

Referral \_\_\_\_\_ Name of person who referred you \_\_\_\_\_

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

# Drive Thru Facility Policy



**DON'T BE THIS GUY!!!** He decided to back out of our facility. He had to pay to have this door repaired at a cost of \$7,000.00! If you break it, you pay to fix it and you pay a daily fee of \$100.00 for each day that the door is out of commission. The other tenants are extremely inconvenienced when either of the doors are damaged.

## **Outdoor Gates:**

There is a keypad at the entrance to our gated outdoor facilities.  
You will need to enter your own personal code to enter.  
Allow the gate to open completely before entering.  
The gate will allow you out automatically.

## **Overhead Doors:**

We are a drive-thru facility. You put your key code in to go in, drive thru and put your code in to exit at the other end.

**DO NOT BACK UP!!!!**  
**DO NOT PIGGYBACK!!!!**  
**“SPEED LIMIT LESS THAN 5 MPH”**

Always, make sure to leave enough room in the drive lane for a vehicle to always get thru. This may mean that you cannot park directly next to your unit if someone is close by. Vehicles must be always be able to maneuver the drive lane to exit.

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Tenant's signature

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Date

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Unit number



NCSelfStorage | 209 Trimble Plant Rd | Southern Pines, NC 28387 | 910.693.0080

**LEASE ADDENDUM—AUTOMATIC CREDIT CARD PAYMENT AUTHORIZATION**

Effective this date, I, \_\_\_\_\_, authorize NC Self Storage to charge to my VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER credit card for the monthly rent (including any possible rental increases) on the storage unit(s) I lease from them. The charge will take place on or about the \_\_\_\_\_ day of each month and will be in the amount of the current rental rate (plus customer goods insurance if applicable) for the unit(s) leased. I understand that all provisions, rules, and obligations detailed in the original rental contract are still in effect and are in no way affected by this authorization. I also understand that if the credit card charge does not clear electronic verification and authorization, I could be subject to the late fees and penalties currently in effect as posted in the storage rental office.

ALL OF THE FOLLOWING INFORMATION IS REQUIRED; TENANT IS RESPONSIBLE FOR NOTIFYING NCSELFSTORAGE AS SOON AS ANY OF THE BELOW INFORMATION CHANGES:

NAME (PRINT) \_\_\_\_\_ UNIT # \_\_\_\_\_

BILLING ADDRESS:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

VISA \_\_\_ MC \_\_\_ AMX \_\_\_ DISC \_\_\_ EXP. \_\_\_\_\_ Authentication Code: \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_