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**PROPERTY POLICIES**

***For the purpose of leasing a storage unit or RV space, an updated Driver’s License must be shown for identification purposes. We require a copy of the Lease holder’s driver’s license for our records. Thank you.***

In the event that Occupant fails to pay balance due in full each month, Owner will follow the CA Lien Laws under the **BUSINESS AND PROFESSIONS CODE SECTION 21700-21716**, which pertain to delinquent Occupants. The timelines are **strict** and Late fees/Auction fees will be applied to rent due. When rent is delinquent for thirty-four (34) days, Occupant’s gate code will no longer work and a Red Lock will be placed on Occupant’s Unit. Parking Occupants will no longer have gate access. A full payment of rent and late/auction fees will be required to regain access to the facility. The Space will be Auctioned after sixty-three (63) days of non-payment. *(See section 6 of Rental Agreement above.*)

* Our gate access hours are as follows: **Spring/Summer – 7am to 7pm. Fall/Winter – 7am to 9pm.** Please speak to someone in the office **during business hours** to arrange for extended gate access.
* **The seven (7) day *Notice to Vacate* form is required prior to move out.** The form can be found in the contract packet, online or in the office. The form **must be filled out with Occupant’s authorized signature.** All contents and trash occupying units or parking spaces must be removed and the unit or parking space is to be left clean and swept before we consider it vacated. All locks must be removed. **Upon moveout, Occupant must notify the office that they have vacated the space.** Otherwise, the Occupant will continue to be billed for space.
* **Dumpsters and/or trash removal are not a provided service. Trash cans are for office use only.**
* **We do not give partial month refunds**. We strongly suggest that Occupants *do not*pay full month’s rent if Occupant knows they are moving out. Rent will be pro-rated up to ten (10) days past rental due date. After ten (10) days, the full monthly rental rate is due and a late fee of $10 will be added. All full month pre-paid Rents will be reimbursed within 30 days if a Reimbursement Request Form is filled out and turned in to the office.
* **We are not required to send invoices.** However, we want to help Occupants make timely payments. A *courtesy* invoice will be emailed to tenants fifteen (15) days prior to tenants’ due date via our automated system.
* **It is required that all tenants code-in and code-out when entering or exiting the facility.** Doing so disarms/arms the alarm on Space and provides a record of who is on the property. Do not follow someone in an open gate without first coding in.
* **No alcoholic beverages or open containers allowed on the premises**.
* **Do not drive over 5mph in the facility.**
* Do not allow children or pets to roam or play in aisles. Keep pets on a leash or in your vehicle.
* Do not ride bikes, scooters or skateboards inside the property.
* Do not perform on-site repair work to vehicles.
* **Be respectful of others on the property**: This includes: loud music, blocking access to other storage spaces, doorways or aisles, leaving trash behind, smoking in the hallways, etc.
* Do not store food in space or in vehicles in the parking area***.***
* **Bolt cutters and grinders are not allowed on facility premises.** If a lock-cut is needed, see office for assistance. Occupant will need to verify identity prior to the lock-cut and sign a form provided by the office. Lock-cut fees are **$20.00 and must be paid in cash**. *The only lock-cut service that we offer is on padlocks, verified first by facility employee. We do not offer lock-cut services for cylinder locks, hexagon bolts or any other form of lock.*

**WE RESERVE THE RIGHT TO REFUSE SERVICE AND/OR OCCUPANCY TO ANYONE!**