

**Keystone Heights Self Storage, LLC**  
**7378 Sunrise Blvd.**  
**Keystone Heights, FL 32656**  
**352-473-7683**

**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

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**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** \_\_\_\_\_

\_\_\_\_\_  
Resident Manager