

## MOVE OUT NOTICE RECEIVED

[DATE]

[CUSTOMER NAME] [CUSTOMER UNIT#]

Hello [CUSTOMER FIRST NAME]

We have received your notice for moving out.

## Avoid charges and follow these steps:

- 1. Provide notice by 15th of month via email or text (name, site, unit #)
- 2. Sweep unit clean & place pallets at storing areas
- 3. Take <u>picture</u> of clean, <u>empty unit with unit # showing</u> send via email or text, RENT CONTINUES UNTIL RECEIPT OF PHOTO FINALIZING MOVE OUT.

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