



970-686-9494 | www.mywindsorselfstorage.com

RULES AND REGULATIONS

Please read carefully

Hours are 24 hours a day 7 days a week.

The following rules and regulations are **in addition** to your lease agreement:

1. Rent is due by the 1st of each month and late if not in our office by 5 p.m. on the 7th of the month. No exceptions are made. Payments made with credit cards must be made by the same dates.
2. Only **one** lock per unit is allowed. Second locks are subject to being cut as a cost to you.
3. Only owners and managers are allowed to cut locks on these premises.
4. **YOU** are responsible for closing your account by signing the move out forms available in our office. Charges will continue to accrue until legal documentation is complete.
5. The speed limit is **5 mph**. Please be careful when entering and leaving this facility. Reckless driving will be reported to the police.
6. Payments made after office hours can be made via the drop box in the entrance area. Please be sure to include all fees, as partial payments are not allowed and will put you in arrears.
7. Please notify management immediately if you see a security problem. **Security is everyone's business!**
8. This is a **non-smoking facility** in compliance with Fire Insurance Regulations and Safety.
9. Please notify us immediately if you have address and/or telephone number changes. Failing to notify this office with this information may make your payments late, and you may incur late charges. **This is your responsibility.**
10. Windsor self storage is not liable for any loss or damage to your items while stored here. If you value your goods, you should purchase insurance to avoid the risk of loss or damage.
11. Flammables, hazardous waste, illegal substances, alcohol or food items are prohibited from being stored in **ANY** storage unit on these premises.
12. **Dumping of personal trash from offsite locations in the on-site trash bin is strictly prohibited. Anyone leaving trash besides the trash bin or overfilling the bin will be charged an emergency dump fee of \$50.00**

FEE SCHEDULE

Additional charges to be added to past due rental accounts:

- After 5 p.m. on the 7th of the month (in the office or drop box) \$30.00 late fee
- Cut lock fee if you lose your keys Locksmith current rate