

REQUEST FOR ACCESS TO TENANT'S SPACE

Date

(Names of all tenants)

(Tenant's mailing address on rental agreement,
as modified by any written notices)

(City, State, ZIP)

Re: Request for access to storage space no. _____

TSSA Rental Agreement dated _____

between _____

and _____

Dear Tenant(s):

We are requesting access to your storage space as authorized under paragraph 18 of your TSSA Rental Agreement. Please make arrangements to provide us access to your unit on _____, _____, which is at least seven days from the date of mailing of this letter.

The purpose of our entry is: _____

Please call the office and make arrangements for giving us access. Thank you very much.

Signature of Lessor's representative

Date notice was mailed or emailed to tenant

Certified mailing no. if mailed certified mail (optional)

Lessor's name, address and phone number(s)
for all payments and notices are below.
Facility address is also shown if different than mailing address.

Commentary. Under paragraph 18 of the TSSA Rental Agreement, you are entitled to access to tenant's space under the following circumstances: (1) you have express authority from the tenant to enter; (2) there is an emergency; (3) there is reasonable grounds to believe that criminal activity is occurring in the space and you have discussed that belief with law enforcement authorities; and (4) you have made a written request to the tenant by mail (or in recent lease versions, email). This form (without the commentary) can be filled out and sent to a tenant to make a request under reason (4) above. The TSSA lease authorizes you to make a written request for access to the space for the following reasons: inspection, repair, improvements, pest control, or relocation of the contents after casualty loss. You should list one of these reasons in the "purpose of our entry" blank on this form. In this form, you may request access to the space on any day which is at least seven days from the date you mailed the letter. If the tenant does not contact you and provide you with access on the day that you state in the letter, you may enter the space without further permission. Anytime you enter the space, you must send the tenant a "notice that tenant's storage space has been opened" if you are using a lease version prior to 2009. Lease versions 2009 and later only require tenant notification after entry for emergency purposes." See Appendix CD form SP-2.