

**NOTICE THAT TENANT'S STORAGE SPACE
HAS BEEN OPENED**

_____ Date

(Names of all tenants)

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

(City, State, ZIP)

Re: Notice that storage space was opened on space no. _____
TSSA Rental Agreement dated _____
between _____
and _____

Dear Tenant(s):

An occasion has arisen in which we have had to cut your lock and enter your storage space as authorized under paragraph 18 of your TSSA Rental Agreement.

The purpose of our entry was: _____

We have put a temporary overlock on the space until you put your own lock on the space. Please put your own lock on as soon as possible. A lock removal charge may be assessed, and the amount of any such fee is noted below. A daily locking charge may also be assessed if you do not put your own lock on your space within seven days after the date this letter is mailed or seven days after you are notified by phone, whichever is earlier. Upon payment of any locking charge and other sums due Lessor, Lessor's lock will be removed, provided that you put your own lock on your space. For additional information, please call the phone number listed below. To be certain that manager is there, it is recommended that you telephone and arrange a definite time for the manager to be present to remove our lock. Thank you for your prompt attention to this matter.

Weekday office hours: _____ Weekend office hours: _____

Charge for removing lock per lease paragraph 4(i): \$ _____

See lease paragraph 4(h) for any daily locking fees that may become due if you fail to lock your space within 7 days.

Signature of Lessor's representative

Date notice was emailed or mailed to tenant

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.