

**ARBAUGH MINI STORAGE**

**CHANGE OF ADDRESS FORM**

If you have had a change of address or phone number, we need written notification for our files to complete the change of address or phone number. This must be sent to our Facility via certified mail return receipt requested to the Office Address, or via a nationally recognized overnight carrier with signature confirmation; via Owner's secure website; on a form prescribed by Owner, of any change in Occupant's address or of intent to vacate at the end of the Term on a form prescribed by Owner, of any change in Occupant's address or of intent to vacate at the end of the term. Call us at (330) 821-8008 to make arrangements to deliver this notice to us at our office at the Facility or if you have questions.

Name: \_\_\_\_\_ Space #: \_\_\_\_\_

Old Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Phone #: \_\_\_\_\_ As of Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ As of Date: \_\_\_\_\_

Change of Alternate Contact:

Alternate Person to whom Owner can send notices (including default notices) if Owner cannot reach Occupant (If no one, write "none"):

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Name	Address	City	State	Zip
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Telephone No.	Cell Phone No.	Email
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Occupant Signature: \_\_\_\_\_

Please return as soon as possible.

Thank You!