IMPORTANT POINTS

> *Please read the following points carefully. This will help to eliminate any confusion or uncertainty in the future. If you have any questions, do not hesitate to ask.*

CONDITIONS: You must ensure that any electrical or electronic goods **must be turned** off at the power source for at least **one full hour** before bringing them into store. You **must not store hazardous, combustible, inflammable, dangerous, illegal, stolen, perishable, environmentally harmful or explosive goods**.

ADMINISTRATION FEE: An administration fee of $2.20 (GST inclusive) will be charged on a monthly basis if your invoice is printed and posted to you. The administration fee does not apply if you elect to have your invoice sent by email.

STORAGE FEE: Clause 5 of the Self Storage Agreement states that storage fees must be **paid in full** and **by the due date**. Your storage fees are due on the "_____" of every month.

LATE ACCOUNTS: Once your account falls 10 days overdue, a $22 late fee (GST inclusive) will be added. This fee **will not** be waived, so please ensure that the account is paid on time. If your account falls 14 days overdue, your storage space will be over-locked, and a $5 charge added to your account. If the account remains unpaid 28 days after that time, proceedings will begin for the auction or disposal of your goods.

VACATING THE UNIT: Once your agreed period of storage for the unit as indicated on the storage agreement has expired you are required to provide 7 days notice of your intention to vacate your storage space. When vacating, you must advise the office that you have emptied your unit and sign a vacate receipt before leaving the facility. If you give notice and do not vacate within 14 days, that notice is deemed to have expired and you are required to give fresh notice of your intention to vacate. If you do not give 7 days notice, you will still be charged for 7 days rental from when notice is eventually given (e.g. if you give notice that you will be vacating in 2 day's time, you will be charged another 5 day's rental after your vacate date). The 7 days notice only applies after your initial agreed storage period is complete.

Example 1: If you moved in on 21/3/XX and your standard storage agreement reflects your storage period as being 21/3/XX-21/4/XX then there is no refund of rental for that period unless arrangements are made in that regard. If that is the case those arrangements must be reflected on the agreement form or they will not be recognised.

Example 2: If you give notice on the 17/5/XX that you wish to vacate your space on the 20/5/XX, you would actually be responsible for rent up until the 24/5/XX (7 days from the time you gave your vacating notice).

Example 3: If you move in to a storage unit on a discounted or special rate you will only be refunded only fully paid unused months and not part payment of the month e.g. if you pay for 2 months and moves out after 6 weeks, you will not receive a refund but if you pay for 3 months and moves out after 6 weeks, you will receive one month's refund.

All refunds on vacating will be returned by EFT (**BSB AND ACCOUNT NUMBER**) given by the customer on termination of the Agreement.

SIGN-IN REGISTER: You must sign in and sign out when visiting the facility. Access is available 7 days a week during opening hours, except Christmas Day, Boxing Day, New Years Day, Good Friday and Anzac Day.

ALTERNATE CONTACT: It is important that we obtain the name, address, and phone number of someone we can contact in case of an emergency or if you are uncontactable. Should you be out of the country, and your account has fallen behind or there is an emergency in relation to your goods, it allows us to make immediate contact with someone and resolve the situation before the matter gets out of hand.

I _____ have:

☐ Read the above information and agree to comply with all conditions stipulated

☐ Listened to the "Terms & Condition" audio file and agree to comply with all conditions stipulated

Signed: _____   _____
                 Storer   Metro Storage

                 Date: …… /…… /……….   Date: …… /…… / …………