



Access to Facility and or Unit Request Form

Unit #: _____
Lease #: _____

I, _____ (Lessee), hereby declare that I am the sole legal owner of the miscellaneous personal property stored in unit number _____.

I, (Lessee), hereby request that EZ Storage **Cut the Lock** securing my unit for the following reason:

- Lost Key
- Lost Combination
- Other: (Please indicate reason) _____

I understand that if I do not replace the lock on my unit, it will be unsecured. EZ Storage is not responsible for securing my unit nor are they responsible for the contents thereof.

I, (Lessee), hereby request that EZ Storage **Provide me with the Access Code** for the following reason:

- Lost or Forgot Code
- Other (Please indicate reason) _____

I, (Lessee), hereby agree to indemnify and hold EZ Storage harmless from any liability, loss, cost or expense incurred by EZ Storage and all entities related thereto, as a result of any claim asserted by any other person, whatsoever connected with or arising from the requests indicated above.

THE UNDERSIGNED understands the contents herein and fully agrees to each, all and every provision thereof.

Lessee

Date

Current Address

Agent for the Owner – EZ Storage

Date



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All of the following steps must be followed before giving out a code, or cutting the tenant's lock off of a unit. There are no exceptions!

- Lessee must be present (the person who signed the lease agreement).
- Photo ID of Lessee must be verified and must match the name on the Lease.
- Signature on Request Form must match the one signed on the Lease.
- All information on the reverse side of this **Access to Facility and or Unit Request Form** must be filled out completely. This form must contain the Lessee's signature and date, and must be signed and dated by (you) the location manager.
- This form must be retained in the tenant's permanent file.
- Provide the Lessee with a new card and correct code (if applicable).