



Integrated
Procure-to-Pay
Solutions
Self-Store

Rental Agreement

Customer Name/ Email	Phone Number	Please contact STORE for the following. 858-534-5650.				
Department Name	Mail Code				Suite:	
Fund/ Organization/ Program	Index No.				Cage No.:	
Customer Location	Room No.				Dimensions:	
Authorized Users					Access No.:	
		Cage Price:				
		PoP Start	PoP End			

By execution of this document, the above named customer and department, in consideration of the use of the above referenced storage space and access, agrees to the following:

- UCSD SELF-STORE** will provide padlocks for individual storage cage(s).
- Caustic, explosive, or flammable chemicals; gases or liquids; perishables; foodstuffs; hazardous materials; or equipment containing such materials will **not** be placed the **UCSD SELF-STORE** facility.
- Tenants will exercise reasonable care in the use of the **UCSD SELF-STORE** facility. Damage to the facility or any equipment provided, other than reasonable wear, will be the responsibility of the tenant causing such damage. Any tenant causing damage will report such damage to **UCSD SELF-STORE** at 858-534-5650.
- This agreement will remain in force from the Period of Performance (PoP) start date to the PoP end date, or until a cancellation iRequest is completed and received by **UCSD SELF-STORE**. Billing will continue through the end of the month in which the cancellation is completed.
- Contents left after the PoP end date has occurred will become property of **UCSD SELF-STORE** to be sent to Surplus Sales or disposed of accordingly. Invalid indexes not able to be recharged have sixty (60) days to be updated before early termination of the rental contract.
- Insurance for UCSD property is to be provided by Risk Management. 858-534-2454.

Agreement Subject to Conditions Listed Above	Date	Date Issued	Date Occupied	Self-Store Rep
Authorized Signature _____ Print Last Name _____				
Agreement Cancellation Notice	Date	Date Closed	Date Vacated	Self-Store Rep
Authorized Signature _____ Print Last Name _____				