



## Sign Up Checklist

- Correct Agreement    keeping keys – Managed Storage Agreement  
no keys – Standard Self Storage Agreement
- Explain agreement including :
  - Informed of liability for damage
  - Informed of dangerous goods prohibitions
  - Informed of late fees and other penalty payments
  - Inform of ability to sell goods is account overdue
- Given copy of Privacy Document
- Informed of operating and access hours
- Informed of insurance options
- Agreed to cost of rental
- Give Storer time to read agreement
- Obtain Alternate contact details
- Complete Agreement                    - All contact details
  - Proof of ID (photo ONLY)
  - Signed agreement
  - Ensure person signing is the person storing
- Check that Storer Check consent has NOT been crossed out
- If dual signatory, aware that either party has option of varying, cancelling contract
- Advise that facility does not control access to unit, and storer must take care in giving copies of keys / codes to other parties (for Standard Self Storage Agreement)