TENANT INFORMATION SHEET
(Information needed to prepare rental agreement for a business tenant)

Please fill in the following information so we can prepare the self-storage rental agreement. Please print or write legibly.

1. Name of business who will be the "tenant" under the rental agreement _____
_____

2. Kind of business entity: ❑ sole proprietorship ❑ corporation ❑ general partnership ❑ L.P. ❑ L.L.C.
❑ other _____

3. Type of business (products or services rendered) _____

4. Tenant's mailing address for all mailed notices _____
(P.O. Box or street address, city, state, and ZIP)

5. Business email for all emailed notices _____

6. Business tax ID number _____ Business phone (_____) _____

7. Alternate phone (_____) _____ Business fax (_____) _____

8. List all person(s) to be specifically named in the rental agreement as having access rights to the space i.e., persons who may break the tenant's lock on the storage unit (if necessary) to gain entry and to whom we may give a facility access code without us having to check with tenant for authorization.
(1) *any officer or manager of the business (strike through if not applicable), and*
(2) _____

9. List the name and after-hours phone number of person(s) who we may contact in an emergency (fire, flood, missing lock, etc.).
(1) Name _____ Work phone _____
Address _____ Home phone _____
_____ Email address _____
(2) Name _____ Work phone _____
Address _____ Home phone _____
_____ Email address _____

10. Driver's license of person signing below: State _____ License no. _____ Expiration date _____

11. Other photo ID of person signing below if no driver's license (describe type) _____

12. Vehicle license plate of vehicle being driven today by person signing below: State _____ License plate # _____

13. You (the person signing below) represent that *(check one):*
❑ you are an officer or manager of the above business, with authority to sign on behalf of the business, or
❑ you have written authority to sign for the business and have provided us a copy, executed by an officer or manager of the business, or
❑ you have oral authority to sign for the business and will promptly provide us with written authority from an officer or manager of the business.

14. Any other addresses that the business has (other P.O. Boxes or street addresses) _____
_____

15. How did you find out about us? ❑ drove by ❑ Yellow Pages ❑ recommended by another person ❑ newspaper ❑ Internet
❑ other: _____

NOTICE: For security and environmental protection purposes, photographing and videotaping may occur and thumb printing of tenant representatives or photocopying their driver's license may be required, at the facility owner's option. Owner has no duty to do so.

_____	_____	_____
Date	Your signature and title	Your printed name

AUTHORIZATION

If the self-storage rental agreement is not being signed by an officer or manager of the business, the undersigned officer or manager authorizes the above person to sign the lease on behalf of the business. Fax signatures on this authorization are binding. The undersigned is faxing this authorization to the self-storage facility at the following fax number (_____) _____

_____	_____	_____
Date	Signature and title	Printed name

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