



3000 Hwy 71 E, Bastrop, TX 78602
www.BastropGuardian.com
Storage@BastropGuardian.com
512-303-1817

Move Out Instructions

Once you notify me of your intent to vacate your unit, I will notate our systems with your tentative Scheduled Move-Out.

Naturally - It is always sad to see a phenomenal customer leave, but it is a Mixed Blessing as when one of my customers leaves - it usually means their life is improving. I'm extremely Grateful you chose to Trust our Facility to watch over your items. I hope you feel you were served well.

Hopefully for your sake, you'll not ever need us again. But if you do, please know you are definitely a 'Valued Customer in Good Standing' and are always welcome to return.

Your final exit with us should be a relatively easy process (excluding the labor to move, of course)...

All you have to do regarding your unit(s) is/are:

- 01) Completely empty your unit(s) (including "all" trash) and any "spills" (oil, detergent, etc...) are "reasonably" cleaned.
- 02) Sweep out the Unit(s) - [Don't forget your broom and Dust Pan].
- 03) Close and latch the Door(s).
- 04) Remove your lock(s) (it/they belong to you).
- 05) When you're done, let me know you've finished via phone or email. Preferably email.

Once you have contacted me that you have completed the steps above, I will take care of your account so you don't get any further invoices, charges or communiqués from us and send you an "Account Closed Notification".

As a side note... If you have set up "AutoPay", then I'd recommend you go online as soon as you get a chance and turn it off - just in case. Also... Be aware you'll still receive the usual Invoices and Notices until your Account is Closed.

Also... Even though you're leaving, you're leaving 100s of others behind. So... **DO NOT GIVE OUT THE GATE CODE TO ANYONE** that might be helping you move. Regardless of whether they're Friends, Neighbors, a Reputable Moving Company and/or Otherwise.

Finally... If your Move-Out ends up on being on a Saturday - and you "will need assistance" getting your help in... Give me a call on the day before (Friday) during Office Hours and I'll work to assist you with this issue. Remember... Saturdays are my only day off.

Congratulations on being able to save a few pennies - or perhaps, an opportunity to locate to another area of your choosing and we wish you the best of luck on your future endeavors.

In the meantime, if you have any further questions and/or information - please don't hesitate contacting me and (as you've come to expect) I'll do my best to assist you as much as possible within my capacity. It is important to me that your "Move Out" is as pleasant an experience (or better) with us as when you "Moved In".

Remember, if you'd like to 'visit' with the manager - please call ahead "when you're on your way". And don't forget... I'm Unavailable on Saturdays.

Reminder: **No Dumpster on Property.** Be Certain to take "Everything" you brought onto the Property out with you.

Michael, Tabitha and Samantha
Your Facility Managers
Bastrop Guardian Self Storage

Manager "On Call" Hours ("Call Ahead" to Visit with Manager):
Mon-Fri: 10:00am to 06:00pm
Saturdays: Closed (Management is Unavailable)
Sundays: Noon to 04:00pm

Climate Control Access Hours:
Mon-Fri: 10:00am to 07:00pm
Sat-Sun: Noon to 07:00pm

Non-Climate Access Hours:
06:00am to 11:00pm - 7 Days a Week