



3000 Hwy 71 E, Bastrop, TX 78602

www.BastropGuardian.com

Storage@BastropGuardian.com

512-303-1817

Date: 2014.04.01

(Gates Quit Working by 23:00 [11:00pm])
(Rent is Always Due "**by**" the 1st)

Visit & "Connect With" Your Neighbors at
<http://www.linkedin.com/in/mystorage/>

Facility Rules and Guidelines

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I. Invoices will be sent out around the 20th of each month for the following month.

- A. Email Invoices = Free
- B. Printed Invoices = \$1.00ea
- C. Rent is always Due by the 1st
- D. You can Change Your Lease Information and Pay Your Bill On-Line (Ask the Manager How) (Free)
- E. You are Responsible of the Protection/Insurance of Your Items

II. Gate code will change on the 1st of each month.

- A. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility
- B. Tenants with good emails on file and paid for that current month will receive the new code on the 2nd for the 3rd
- C. Gates Start Working at 06:00am and Quit Working at 23:00 (11:00pm) - 7 days a week
- D. Do Not Follow Others through the Gate. Gate may close on your vehicle. Please call the office if someone else enters during your entering or exiting.
- E. No Alcoholic Beverages or Illicit Drugs allowed on Facility at any time. Fees and Fines Apply
- F. Rent is always Due by the 1st
- G. You can Change Your Lease Information and Pay Your Bill On-Line (Ask the Manager How) (Free)
- H. You are Responsible of the Protection/Insurance of Your Items

III. Live-On Manager

- A. On-Call Hours "Monday thru Fri" '09:00am to 18:00 (06:00pm)
- B. **DO NOT "Knock, Honk, Yell, etc..."** on and/or anywhere around The Manager's Quarters. **"Call" the Facility Phone Number!**
- C. No Alcoholic Beverages or Illicit Drugs allowed on Facility at any time. Fees and Fines Apply
- D. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility
- E. Rent is always Due by the 1st
- F. Gates Start Working at 06:00am and Quit Working at 23:00 (11:00pm) - 7 days a week
- G. Manager Has Dogs on Property at all times. Please advise Manager prior to bringing Pets on Property.
- H. You can Change Your Lease Information and Pay Your Bill On-Line (Ask the Manager How) (Free)
- I. You are Responsible of the Protection/Insurance of Your Items

IV. All Applicable Payments Are Processed on the 1st of Each Month

- A. Rent is always Due by the 1st
- B. No Cash on Property. Exact Change is Required for all Payments
- C. You can Change Your Lease Information and Pay Your Bill On-Line (Ask the Manager How) (Free)
- D. "Partial Payments" of Amounts Owed do not stop any further Fees or Processes
- E. Gates Start Working at 06:00am and Quit Working at 23:00 (11:00pm) - 7 days a week
- F. \$25.00 Late Fee on the 5th
- G. \$15.00 Late Fee on the 10th
- H. \$35.00 For All 'Returned Payments'
- I. Expensive Lien Fees Apply (See Contract) starting the 1st of the following month
- J. You are susceptible of losing your items between 45 to 60 days of non-payment

V. Ensure your Lease Information is Current

- A. Your Only Valid Address and Phone Numbers are the Submitted at Time of Lease or by "Official" Change
- B. Returned Payments = \$35.00 Admin Fee Each
- C. Bad (Not Correct) Contact Info = \$10.00 Admin Fee Each (Email, Phone, Address, etc...)
- D. You can Change Your Lease Information and Pay Your Bill On-Line (Ask the Manager How) (Free)
- E. Lease Information Changes can be submitted via Email (Storage@BastropGuardian.com) (Free)
- F. All "In-Person" Changes (Walk-in or Mail) must be submitted in Writing, Signed and Dated. (Postage)
- G. You are Responsible of the Protection/Insurance of Your Items

VI. Dumpster is for "Management Use Only"

- A. What you bring onto our property is still yours while you rent. Please take back out what you bring
- B. Fees and Fines Apply
- C. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility



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VII. Water is for Management Use Only

- A. Do not Wash, Clean, Spray, etc... Your Equipment, Vehicles, etc... on our Property
- B. Do not Fill your Water Tanks, etc... from our Facility Faucets
- C. Do not Pour any Chemicals on or around our Facility. (Dispose of Properly)
- D. Fees and Fines Apply
- E. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility

VIII. Facility Power is for Management Use Only

- A. Use of Facility Power For Personal Use is Strictly Prohibited. You may use our power to 'light' your unit(s) during your visit.
- B. Fees and Fines Apply
- C. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility

IX. No Littering Anywhere on or around the Facility

- A. What you bring onto our property is still yours while you rent. Please take back out what you bring
- B. Do Not Throw your Cigarette Butts or other trash on Grounds
- C. No Alcoholic Beverages or Illicit Drugs allowed on Facility at any time. Fees and Fines Apply
- D. You Are Required to 'Pick up After Your Pets'
- E. Fees and Fines Apply
- F. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility

X. Respect Management and Neighbors

- A. We 'Require' Disc Locks (Round Shiny Locks) 'or the equivalent' (High Security) on all Units (No "Master Style" Dangling Locks)
 - 1) You are Responsible for the Protection/Insurance of your Items
 - 2) Two (2) Locks per Unit is Ideal You are also welcome to add a 'Latch Cover Plate' to your unit.
 - 3) Secure your Keys. \$25.00 Charge for us to Remove a Lock
 - 4) We also sell 'Latch Cover Plates' in the Office for added Latch Security
 - 5) Please encourage your neighbor to use these as well
- B. No Alcoholic Beverages or Illicit Drugs allowed on Facility at any time. Fees and Fines Apply
- C. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility
- D. Turn Your Sound Down prior to entering Property (No Loud Music, Honking, Revving Loud Engines, Yelling, etc...)
- E. 05-mph Speed Limit
- F. Watch for Small Children and Pets. We have Customers who sometimes bring their Families to Visit and the manager has dogs on property
- G. Please watch your Children and Pets at all times and keep them from wandering bothering other Tenants
- H. When Visiting Your Unit; park to 'one side or the other' leaving the isle clear for others
- I. Please Be Vigilant. Help us keep this Facility as Clean and Safe for your Family and Personal Items as possible
 - 1) Make Certain You Always Latch Your Unit and Latch It Properly!
 - 2) Advise Management Immediately of any 'Perceived Suspicious Activity'. Do not get involved and you will be kept anonymous
 - 3) Advise Management of any Unlocked or Open Doors. No doors should be open or unlocked
 - 4) Please 'Keep an Eye Out' for Screws, Nails, Glass, etc... on the Drives. Help us take care of your tires
 - 5) Advise Management of any 'Drive Lights' not working or Breaks in the Perimeter Fencing
 - 6) Only Store "Dead Storage". No Flammable, Explosive, Illicit or 'Live' items. No "Dead Animals or Persons" allowed.
 - 7) Unit is to be used for "Storage Only".

XI. Pest Control - We Treat Aggressively

- A. Rodent Packets are available at No Charge from the Manager for your Unit(s). All Vacant units have Packets in them
- B. Management will spray your Unit(s) with Insecticide by request (All Vacant Units are Sprayed)
- C. Any 'Self-Maintenance' must be Pre-Approved by Management before implementing
- D. Anyone visiting the Facility is 'Your Account Representative'. They are Your Responsibility while at the Facility
- E. You are Responsible of the Protection/Insurance of Your Items
- F. Remember to watch your pets around the facility and keep in mind we do have 'Rodent Packets' in the (your) units which can be harmful to them.

XII. Property Condition

- A. No Alcoholic Beverages or Illicit Drugs allowed on Facility at any time. Fees and Fines Apply
- B. Anyone visiting the Facility is 'Your Account Representative'. They are Your Personal Responsibility while at the Facility
- C. You Are Responsible for any Facility Property Damage you and/or your Guests incur while visiting
- D. You are Responsible of the Protection/Insurance of Your Items
- E. Please 'Keep an Eye Out' for Screws, Nails, Glass, etc... on the Drives. Help us take care of your tires
- F. Advise Management of any 'Drive Lights' not working or Breaks in the Perimeter Fencing



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XIII. Unit Condition

- A. Visit your Unit often
- B. Latches, Door Springs, Holes, Leaks, etc... Please Let Management know of any problems and/or damage
- C. Anyone visiting the Facility is 'Your Account Representative'. They are Your Personal Responsibility while at the Facility
- D. You Are Responsible for any Facility Property Damage you and/or your Guests incur while visiting
- E. You are Responsible of the Protection/Insurance of Your Items
- F. Notify Manager of any issues (512-303-1817) or at Storage@BastropGuardian.com.

XIV. Vacating Your Unit

- A. 10 Day Move-Out Notice Required
 - 1) Can be submitted via Email (Storage@BastropGuardian.com)
 - 2) Can be submitted in Writing (In-Person or Postal Mail)
- B. Units Must be Left in the same condition they were at Move-In (Empty and Swept - Ready for the next Guest)
- C. When Vacating; Remove all items, sweep the unit, remove your lock and close the door.
- D. Remove Your Lock. Tenants will be Charged the Following Month's Rental Rate for any Locked and/or Un-Cleaned Units
- E. Unit Must be Vacated by 23:00 (11:00pm) prior to the 1st of the Following Month or you will be charged the following month's rent.
- F. You are Responsible of the Protection/Insurance of Your Items
- G. No Alcoholic Beverages or Illicit Drugs allowed on Facility at any time. Fees and Fines Apply

To ensure your Visits to be as Clean and Safe for your 'Visiting Family Members and Guests' and 'Your Stored Items', we Strictly Enforce all Terms, Policies and Conditions in our Contract and in this Agreement. All Terms, Policies and Conditions can change at "Management Discretion" and will be posted in the Office Window. Knowing this Facility's Current Terms, Policies and Conditions is Your Responsibility.

We at Bastrop Guardian Self Storage truly appreciate your business and look forward to your having a pleasant stay with us. If we can be of further assistance, please let us know.

Finally, if you feel Our Manager has provided you good service - feel free to write a 'Letter to Post on our Wall' to show your appreciation. Future Tenants will definitely appreciate it as well.

Michael, Tabitha and Samantha
Facility Managers
Bastrop Guardian Self Storage
<http://www.BastropGuardian.com/>
(512) 303-1817
Storage@BastropGuardian.com

PS. Help us find "Good Neighbors" for you. Write a 'Good Review' online so others can enjoy the same Great Choice of using Bastrop Guardian Self Storage for their Storage Needs as well.

For all Life-Saving Emergencies – Please Call 911
