



## DEPOT SELF STORAGE

09 5707040 | 33 Morrin Road,  
depotselfstorage.co.nz | Saint Johns,  
info@depotselfstorage.co.nz | Auckland, NZ

# STORAGE SPACE HIRE AGREEMENT

## 1 Provide your Personal or Company Details here

First Name:  Last Name:

Company Name:  Date of Birth:  /  /

Address:  Postal Code:

Drivers Licence No:

Phone:  Mobile:

Email:

### Anyone else you permit access #1

### Anyone else you permit access #2

## 2 Alternative contact

Name:  Phone:

Address:

## 3 Storage Space and Payment Details

THE MONTHLY RENT FOR YOUR STORAGE UNIT IS \$

PER MONTH DUE ON THE  OF EACH MONTH PAYABLE IN ADVANCE

UNIT

SIGNATURE

DATE



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### 4 Please help us improve our service

Type of goods stored:

How long will you store with us?

How did you find out about us? Please tick the appropriate box

Drive by    Internet    Current Customer    Newspaper    Referral    Yellow Pages

Why do you need storage? Please tick the appropriate box

Business    Moving house    Renovating house    Just excess stuff    Other:

If you selected "Other" Please Specify

### 5 Goods Receiving and Despatch Release

I authorise Depot Self Storage Limited to receive, release or despatch my goods on my behalf.

I acknowledge that Depot Self Storage will deal with the goods at my request and my convenience and is not obliged to perform this service.

I further acknowledge that Depot Self Storage does not accept any responsibility for the condition, or loss or damage to any of the Goods held at the premises, or during the receipt, release or delivery of goods however such loss or damage may arise.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Bank Details:  
Depot Self Storage Limited  
ASB BANK  
12-3221-0028190-00



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# WELCOME TO DEPOT SELF STORAGE

## Health, safety & security practices

**Depot Self Storage** is committed to a policy which ensures your health, safety and security of your goods. Please carefully read and observe the following for your information:

### FOR YOUR INFORMATION:

#### Office Hours

Monday - Friday 8.30AM - 5.00PM

Saturday 9.00AM - 2.00PM

Times outside these hours by appointment only

#### Access Hours

Monday - Sunday 6AM - 8PM

- 1 MINIMUM STAY:** Our minimum term of rental is one month and fees are paid monthly in advance when moving in and pro-rated when you move out.
- 2 PAYMENT:** Our preferred method of payment is by direct debit or credit card authorisation. We also accept other payment methods such as Automatic Payments, cash and by eftpos on site.
- 3 FAILURE TO PAY:** A 10% per day late fee will be applied after 7 days of the due date for overdue rent. Depot Self storage has the right to refuse access if all fees are not paid promptly or the contents of your storage unit may be sold by auction, to recover any amounts owing on your account.
- 4 WE REQUIRE** two weeks notice prior of you vacating your storage unit. Refunds will be paid into your bank account by direct credit. Please provide your bank account number when you vacate.
- 5 MONTHLY INVOICES:** Are not typically issued unless specifically requested.
- 6 PROHIBITED GOODS:** You **MUST NOT** store hazardous, dangerous, perishable, explosive, combustible liquids or gases, flammable, or illegal goods in a storage unit.
- 7 YOU MUST ALWAYS** use your proximity swipe card when accessing the site to deactivate/activate the alarm on your storage unit. This applies to everyone accessing your unit. **DO NOT** tailgate or let other vehicles tailgate and enter the premises without using their own proximity card.
- 8 YOU MUST EXIT THE FACILITY** by 8PM sharp or you will be locked in. A \$100 call-out fee charge will apply if you get locked in. If access is required outside of these hours, prior arrangement must be made with the manager.



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- 9 INSURANCE:** Your goods are not automatically covered by insurance while in storage. Insurance is recommended. Please talk to us about how we can help you organise insurance for your goods, if required.
- 10 PLEASE ADVISE** us should you change your address or other contact details.
- 11 INSTRUCTIONS:** Please comply with all instructions, signs and notices onsite.
- 12 SECURITY:** The site is securely fenced adequate lighting. Please refrain from wandering from your unit. The facility is monitored by CCTV.
- 13 SPEED LIMIT IS 10 KPH** Please do not exceed this speed limit and drive with care and please park vehicles in the allocated spaces.
- 14 SMOKING:** Smoking is strictly prohibited in the storage centre, including buildings and grounds.
- 15 NO DOGS** or any other animals allowed onsite.
- 16 CHILDREN** must be supervised and accompanied by an adult at all times.
- 17 WARNING** the perimeter fence is electrified, please do not touch.
- 18 THE USE OF POWER OUTLETS & FIRE HOSES** onsite is strictly forbidden.
- 19 RUBBISH LEFT ONSITE OR DAMAGE** to the facility or storage unit will be charged to your account or taken from any refund owing.
- 20 LIFTING HEAVY OBJECTS:** If lifting heavy objects, observe correct lifting posture, avoid bending your back and do not lift objects that are too heavy. If assistance is required, report to the office. Trolleys are provided to assist you.
- 21 INJURY:** In the event of injury, report immediately to the Manager. If treatment is required, it must be recorded on the Accident Register.
- 22 FIRE:** Ensure all fire exits and escape paths are kept clear at all times. Keep a clear pathway through the passageways when accessing your unit.

If you hear a siren sound, immediately evacuate the building via the nearest marked exit and report to the assembly area by the exit gate.

- 23 GATES:** Keep clear of the moving gates at all times.
- 24 PEST CONTROL:** WARNING poisons are used to control pests. DO NOT touch baits or bait stations.