

*****STAT*****

APT STORAGE

1-800-217-4280

Deadbolt Overlock Request - Urgent

Today's Date:	"Date"	Storage Unit(s):	"####"
Property Name:	"Property Name"	Tenant Name:	"Tenant Name"

Reason: **PAST DUE BALANCE AND IN LIEN SALE; UNIT MUST BE OVERLOCKED. Deadbolt must be locked. Thank you!!**

Comments: Regardless of whether the padlock is on this unit or not, **the deadbolt should be locked.** If padlock is off unit, please check inside to see if it's been emptied and then lock the deadbolt. **Please confirm status of unit and fax back this form by TODAY. Thanks!**

Jennifer Nowlen

APT Storage
Accounts Administrator
800-217-4280

Leasing Office Confirmation (please circle appropriate answer for each item)

Deadbolt Must be Locked. Completed: Yes No

a. Tenant padlock removed? Yes No

b. Deadbolt locked? Yes No

c. Unit Empty? Yes No

d. Is the interior of unit damaged? Yes No

e. Does the unit need to be swept out? Yes No

e. Is tenant still on property? Yes No (forwarding info?)

Comments and/or damage report: _____

Please fax this form back to APT Storage at 571-261-4244. Thank you!

By: _____
Signature

Date: _____

Printed Name

Title: _____