

**APT STORAGE
Leasing Checklist**

Call APT Storage at 571-261-4240 with any questions

**RESIDENT CAN GO INTO STORAGE UNIT UPON COMPLETION OF THE FOLLOWING:
RESIDENT MUST FILL OUT APPLICATION, INTERIM OCCUPANCY AGREEMENT,
AND APT-PC AGREEMENT. RESIDENT MUST PAY APPLICATION FEE, APT-PC
COVERAGE, AND ONE MONTH'S FULL RENT BY CHECK OR CREDIT CARD UPON
SIGNING APPLICATION.**

Tenant must be in Good Standing with Property

All forms are available on-line at <https://aptstorage.website.storedge.com/client-login>

Resident completes and signs Customer Application/Reservation Form (Section I) PLUS

- 1) **Interim Occupancy Agreement (do not fill out sample lease agreement).**

APT-Protection Coverage (APT-PC).

- 1a) ☐ If Resident is Active Military, they must fill out the Military Addendum

- 1b) ☐ Resident completes and signs Motorcycle Addendum ONLY IF Resident will store a motorcycle. Motorcycle Addendum can be found in the SOP Manual or on our website at <https://aptstorage.website.storedge.com/client-login> ***THIS ONLY APPLIES TO PROPERTIES PERMITTED TO ALLOW STORED MOTORCYCLES***

- 2) ☐ Resident completes Credit Card Payment Form if any of the following will be paid by credit card: application fee; first full month's rent + APT-PC plan; recurring monthly rent. APT Storage charges a \$2.95 processing fee on all credit card transactions

- 3) ☐ **Leasing Agent** fills out **Section II of the Customer Application/Reservation Form** assigning storage unit; indicating storage unit move in date; rental amount; unit size; and their first and last name.

- 4) ☐ **Leasing Agent collects the Application Fee and First Full Month's Rent** (including sales tax) and APC-PT plan by check, money order, or credit card. Checks/money orders should be made payable to APT Storage. APT Storage will run credit cards.

- 5) ☐ Leasing Agent emails/faxes all completed forms plus a copy of the check or money order (if not paying by credit card) to APT Storage at 571-261-4244. Forms can also be scanned and emailed to accounts@aptstorage.com

- 6) ☐ **Leasing Agent mails original paperwork plus payment by check or money order** to APT Storage, PO Box 767, Haymarket, VA 20168.

- 7) ☐ **Leasing Agent gives the Resident a complimentary padlock set** to secure their storage unit **and unlock the deadbolt** to the storage unit. (deadbolt keys are for office use only)

- 8) ☐ **APT Storage will prepare a Leasing Packet** that will contain two copies of their Lease Agreement **and will send it to the Resident.**

**Do not give deadbolt keys and/or gold locks to Residents under any circumstance!
CARDBOARD BOXES ARE PROHIBITED IN DC PROPERTIES AND HIGH-RISE
APARTMENTS PER FIRE MARSHAL!**