

Summer Storage Guidelines

All residents must move to their assigned Fall 2009 room assignment prior to leaving for the summer in order to take advantage of a Summer Storage Contract.

1. Storage payment fee for May 15, 2009-Aug 19, 2009 is \$455 (or \$35 per week). This payment must be made prior to the locking of the unit. There is a one-month minimum for summer storage.
2. No resident may use the storage area for residential purposes during the term of their storage agreement.
3. You may make special arrangements to enter your room to retrieve an item by submitting it in writing to the office one week prior to your arrival. Access hours are Monday-Friday 9 a.m. to 4 p.m. at the cost of \$10 per access. A staff member will escort you at that time.
4. Summer Storage will begin on the date the resident turns in the room key to our office. If the room key is not turned in, regular rental amounts will be charged and the Summer Storage Agreement will not be honored. Residents are responsible for securing the contents of the room and for locking the room and windows securely. Unplug everything in the room; items from the bathroom must be stored in your room. Set the A/C at 85 degrees. We will enter the room area only in a maintenance emergency or life-threatening situation and we will notify you if such entry is/was warranted.
5. We will provide ordinary care only to the storage unit. This will consist of monthly A/C filter changes, pest control and fire alarm inspections.
6. Resident is responsible to obtain renter's insurance, and we recommend you keep serial identification list of your items to safeguard from losses of personal property. You should give the WCH office a copy to be kept in your file. The owner has no legal obligation to provide insurance to cover any of the stored property should it be stolen, damaged, etc. A waiver form must be completed with emergency contact number.
7. In order to store with us for summer, you must have a completed academic year license agreement on file beginning in the Fall 2009. Residents who decide not to return for the fall semester must make arrangements to have their belongings removed by July 31, 2009 at Noon. Residents who do not remove belongings before commencement of the license agreement will be charged a daily holdover fee as outlined in the license agreement. IF THIS OCCURS, RESIDENT GIVES OWNER the right to remove belongings and to store them for 30 days at RESIDENT'S EXPENSE. After 30 days the items will be DISPOSED and resident will be charged for removal.
8. Helpful Hints for Better Storage.
 - a. Spray furniture with a good polish. Cover with drop cloths, sheeting, etc. whenever possible.
 - b. Do not store food items or chemicals in the room.
 - c. Defrost refrigerators and leave the door open.
 - d. Use boxes, plastic bags or clothing bags for storing clothes. Leave only clean washed clothes.
 - e. Keep as many items off of the floor as possible, to allow air to circulate underneath.
 - f. Wrap items stored in direct sunlight.
 - g. Clean all areas prior to your departure to keep insects to a minimum.
 - h. Have your mail forwarded to your summer residence.

Williams Campus Housing and Residential Life

on the ASU Polytechnic Campus

Summer Storage Agreement

By signing this summer storage agreement, you agree to move to your Fall 2009 room assignment for storage prior to your departure. You also understand that your Fall 2009 room assignment may not be available until after May 16, 2009 or later (due to current room assignments and check-outs). This may require additional night stays at \$20 per night in an available room (a license agreement must be on file in the office). If you do not currently live in Williams Campus Housing you must see the Managing Director for special instructions regarding your summer storage agreement.

Storage Terms	
Starting Date (earliest: 5/15/09): You must turn in your key on this date!	Ending Date (latest: 8/19/09)
I understand I will not be able to gain access to my belongings until my license at Williams Campus Housing commences on August 19, 2009.	

Additionally, I understand that Williams Campus Housing is not responsible or liable for my property for any reason including, but not limited to, fire, water leaks, rain, hail, lightning, wind, explosions, theft or any other acts of God or man during the time it is in storage at Williams Campus Housing.

I understand that should I fail to return to Arizona State University (or other approved institution) for the fall semester, 2009, the staff of Williams Campus Housing reserves the right to enter my room and dispose of my belongings in order to make the unit ready for another occupant.

The fee for this storage agreement is \$ _____ for the period noted above.

I have read and understand this statement and enter into this agreement of my own free will, thereby releasing Williams Campus Housing, Arizona State University, and their respective managers, agents, representatives, officers, directors, employees, successors and assigns for all liability connected therewith.

Resident Information	
Last Name	First Name
Fall 2009 Address (if Shared house)	
Residence Hall name (Fall 2009)	Room Number (Fall 2009)
NOT AVAILABLE FOR SUMMER 2009	NOT AVAILABLE FOR SUMMER 2009

Summer Contact Information	
Address	
Phone	
Email	

- I would like my mail forwarded to my summer address (residence halls only...residents of Shared Houses must forward their mail through the US Postal Service)

I have read, fully understand, and agree to the terms of the Summer Storage Guidelines.

Signature	Today's Date

Date key returned _____ Staff _____