

**The Storage House  
415 South Airport Drive Suite A  
Weslaco, TX 78596  
956-973-2900**

**Notice of Change of Address**

June 29, 2018  
**Date of Notice**

**Dear Management:**

I, the undersigned, hereby give you official notice that my new legal address for all correspondence is as follows:

Hidalgo County Executive Office  
**Name**

-  
**Company Name**

2818 S BUSINESS HWY 281  
**New Address**

EDINBURG, TX 78539  
**City, State, Zip**

956-292-7000  
**(Home Phone)**

**(Work Phone)**

\_\_\_\_\_  
**Tenant Signature**

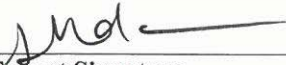
\_\_\_\_\_  
**Date**


**The Storage House**  
**415 South Airport Drive Suite A**  
**Weslaco, TX 78596**  
**956-973-2900**

Unit # [REDACTED] Gate Access # [REDACTED]

**Welcome! The following information is for your reference. It contains some important suggestions and pertinent information about the policies of this self storage facility.**

1. **Your fee is \$125.00 and is due every 30 days, from your rental date.**
  2. **We will mail you an invoice every month,** Please mail your payment or bring it into the office. A payment slot has been provided for your convenience.
  3. **We accept cash ,check, moneyorder, and credit/debit card payments.**
  4. **If we have not received your payment by the 3rd day after its due, your gate access will be denied.** However, we will not charge a late fee and overlock your unit until 5th day after payment is due.
  5. If your payment is not received by the 15<sup>th</sup> day after payment is due, we will process your unit for public auction.
  6. **A partial payment will not stop fees or official procedures.** Any agreement between tenant and management to extend payment dates or defer sale of goods must be in writing and signed by both management and tenant to be binding.
  7. **A \$25.00 fee is automatically charged for all returned checks as well as a \$25.00 late fee.** All future payments must be made by money order.
  8. **We do not assume liability for the goods you store. Adding stored goods to an existing policy is generally quite inexpensive; we recommend contacting your insurance agency.**
  9. Do not use the rental unit for anything **but DEAD STORAGE.** Do not store any flammable, explosive or illicit materials. The unit is to be used for storage only.
  10. The storage unit must be vacated on or before your due date for which rent has been paid and all terms and conditions of this agreement are met by the tenant.
  11. The storage unit must be broom clean, emptied, in good condition - subject only to wear and tear - and ready to re-rent.
  12. **Tenant's lock must be removed upon termination of occupancy. Failure to remove lock will result in your being charged the next month's rental and late fees.**
  13. Gate hours are **24 hours**, seven days a week.
  14. Office hours are from 8:00 (A.M.) to 5:00 (P.M.), Monday through Friday.
- Management is on the property after hours for security reasons only.**
15. **We do not prorate when you vacate a unit.** If your unit is not vacant on or before your payment is due, a full month's rent is due. There are no exceptions!
  16. **Only one lock is allowed per door latch.** If more than one lock is found, you may be subject to a \$25.00 administration fee for the removal of that lock.
  17. **Do not follow someone through the gate without first putting in your access code.** The gate may close on you or you may not be able to exit.
  18. **Please keep us updated of any address changes and/or phone number changes.** Until we are notified in writing with your signature, the only valid address and telephone number present is on the lease.
  19. Please leave aisles clear and do not block another tenant's door.
  20. Delivery drivers are to be met promptly and are not to block the front driveway or gate under any circumstances.
  21. We will strictly enforce all policies and conditions in our contract. We do not make exceptions!
  22. **Thank you! We appreciate your business and look forward to your having a pleasant stay with us. If we can be of further help, please let us know.**

 \_\_\_\_\_  
Tenant Signature

 \_\_\_\_\_  
Date

### RENTAL AGREEMENT

**This document is for illustration purposes only and may not conform to the laws of your state.**

This agreement dated June 29, 2018 between Hidalgo County Executive Office (hereinafter referred to as "TENANT") and The Storage House (hereinafter referred to as "MANAGEMENT").

**MANAGEMENT** does hereby rent to **TENANT** storage unit number 61 (10 x 10) in a building located at 415 South Airport Drive Suite A, Weslaco, TX 78596 to be used as storage for personal or business property for the monthly rate of \$125.00 payable on the first (1<sup>st</sup>) day of each month hereinafter. Rental payment is payable in advance.

**MANAGEMENT** acknowledges receipt of \_\_\_\_\_ as per your receipt, including the first \_\_\_\_\_ month's rent (which has been prorated to the \_\_\_\_\_ day of next month where applicable). All payments made to **MANAGEMENT** pursuant to the agreement shall be applied first to administrative and late charges, then the balance to accrued and unpaid rent, this agreement shall expire on the last day of each month and automatically renew for one (1) additional month, **SUBJECT TO THE CONDITIONS ON THE NEXT PAGE**. Rental payments made after day 6 of the month are subject to a \$25.00 Late Charge. Mailed payments must be postmarked by day 6 of the month to avoid Late Charge. A returned Check is subject to a charge of \$25.00. There is a one-time \$0.00 non-refundable administrative fee charged when Tenant signs this lease.

**TENANT** shall give **MANAGEMENT** ten (10) days written notice to vacate in order to avoid responsibility for the payment of the next month's rent.

**TENANT** is an active member of the United States Armed Forces: Yes \_\_\_\_\_ No \_\_\_\_\_

**TENANT** acknowledges that **MANAGEMENT** does not carry any insurance which in any way covers any loss whatsoever that **TENANT** may have or claim by renting the Storage Unit. All property stored in the Storage Unit shall be at **TENANT'S** sole risk.

**TENANT ACKNOWLEDGES THAT HE HAS READ THE CONDITIONS ON THE NEXT PAGE AND AGREES TO BE BOUND BY THEM.**

Executed on June 29, 2018

**Tenant Name:** Hidalgo County Executive Office

**By (Management Agent):** Elizabeth Villa

\_\_\_\_\_  
(Tenant Signature)

\_\_\_\_\_  
(Management Signature)

\_\_\_\_\_  
(Tenant Company Name)

2818 S BUSINESS HWY 281  
(Tenant Street Address)

EDINBURG, TX 78539  
(Tenant City, State, Zip)

956-292-7000  
(Tenant Home Phone)

\_\_\_\_\_  
(Tenant Work Phone)

126534895  
(Tenant Drivers License No.)

TX  
(State)

**Lease Number:** 1145

**Please Remit To:**  
The Storage House  
415 South Airport Drive Suite A  
Weslaco, TX 78596

## Conditions

1. Tenant further covenants with Management that at the expiration of terms of this Lease, peaceable possession of the premises shall be given to the Management, in as good condition as they are now, normal wear, inevitable accidents and loss by fire excepted; and the Tenant agrees not to let, sublet, or assign the whole or any part of the premises without written consent of the Management. Tenant agrees not to affix shelving or other articles to the walls, ceiling or doors. Tenant must provide his own lock and keep unit locked at all times, using only one lock per unit door hasp.
2. Tenant shall not place or keep in the premises explosives, flammable liquids, contraband or other goods prohibited by the law and agrees to abide by any rules promulgated by Management governing the use of these premises. Tenant shall not permit damage to the premises and shall indemnify and hold Management harmless from any claim or cause of action arising out of Tenant's use of the premises. Tenant assumes responsibility for any loss or damage to property stored by Tenant in the premises and may or may not elect to provide insurance coverage for the same. **MANAGEMENT DOES NOT MAINTAIN INSURANCE FOR THE BENEFIT OF TENANT, WHICH IN ANY WAY COVERS ANY LOSS WHATSOEVER THAT TENANT MAY HAVE OR CLAIM BY RENTING THE STORAGE SPACE OR PREMISES AND EXPRESSLY RELEASES MANAGEMENT FROM ANY LOSSES AND/OR DAMAGES TO SAID PROPERTY CAUSED BY FIRE, THEFT, WATER, RAINSTORMS, TORNADO, EXPLOSION, RIOT, RODENTS, CIVIL DISTURBANCES, INSECTS, SONIC BOOM, LAND VEHICLES, UNLAWFUL ENTRY, OR ANY OTHER CAUSE WHATSOEVER, NOR SHALL MANAGEMENT BE LIABLE TO TENANT AND/OR TENANT'S GUEST OR INVITES OR AGENTS WHILE ON OR ABOUT MANAGEMENT PREMISES.**
3. All leases expire on the last day of each month. The management may terminate said lease at his option if Tenant is not in full compliance with the terms of this Lease, subject to Management's approval. **TENANT'S FAILURE TO VACATE THE PREMISES OR REMOVE THEIR LOCK ON THE LAST DAY OF THE MONTH AUTOMATICALLY RENEWS THE LEASE FOR ONE (1) MONTH.**
4. Tenant agrees to give Management ten (10) days written notice of his intention to vacate his storage unit. **THERE ARE NO PRORATED RENT REFUNDS IN THE EVENT THE UNIT IS VACATED BEFORE THE LAST DAY OF THE MONTH.** If the unit is vacated on or after the first of the month, a full month's rent is due.
5. Rental payments are due on the first (1<sup>st</sup>) of each month without demand. Payments made after day 6 of the month are subject to a \$25.00 Late Charge. Mailed payments must be postmarked by day 6 of the month to avoid the Late Charge. If rental payments are not paid in full within five (5) days of; the due date, including Late Charge, and/or Returned Charge, of Miscellaneous Charge, the Management may, at his option, declare the Tenant in default. No notice need be given of default. **MANAGEMENT DOES NOT SEND OUT BILLINGS FOR MONTHLY RENTAL CHARGES.**
6. The Management may, at his option, take possession of the goods in the Storage Unit on or after day 7 of the month if full payment is not received by the date. **Taking possession of the goods shall consist of over-locking the Storage Unit door to prevent Tenant's access to the Storage Unit until all rental, late fees and miscellaneous charges are paid in full.**
7. The personal property in Storage Unit may be sold to satisfy the lien if Tenant is in default. Management shall have a lien on all personal property stored within each Storage Unit for rent, labor, or expenses reasonably incurred in the sale, pursuant of Chapter 44-A of North Carolina General Statutes. All moving, storage and/or sales costs associated with sale of goods shall be borne by Tenant. After a lien against the personal property in the unit arises, **ONLY A PAYMENT IN THE FULL AMOUNT OF THE LIEN WILL BE ACCEPTED TO SATISFY LIEN, PARTIAL PAYMENTS WILL NOT STOP ANY AUCTION PROCEDURES OR LEGAL ACTIONS.**
8. The Management may, at his option, **REMOVE THE TENANT'S LOCK AT TENANT'S EXPENSE TO APPRAISE STORED GOODS FOR SALE.** The administrative charge for lock cutting is \$20.00. Management may at this time move property to another location to be stored and Tenant agrees to be solely liable for any damage, loss or expenses incurred by his action. And the parties agree that Management shall have a lien upon all personal property stored in the unit to secure payment of this charge, as well as all other charges owed to Management. **If the rental account is brought current, the Management shall remove its lock. IT IS THE TENANT'S RESPONSIBILITY TO REPLACE HIS LOCK AT THE TIME OF PAYMENT TO INSURE THE SECURITY OF HIS STORAGE UNIT AND TO SECURE HIS STORAGE UNIT BY A LOCK (only one lock per unit door hasp). AT ALL TIMES, MANAGEMENT WILL NOT SUPERVISE USE OF UNIT IN ANYWAY. THE SAFETY OF ITEMS STORED BY THE TENANT IS THE RESPONSIBILITY OF THE TENANT.**
9. In the event Management is required to obtain the services of an attorney to enforce any of the provisions of this Lease, Tenant agrees to pay in addition to the sums due hereunder, an additional amount as and for attorney's fees and cost incurred.
10. Management will have the right in the event of an emergency to enter the storage unit with what ever reasonable force is necessary. They may at their discretion, deny access to premises in case of inclement weather or emergencies.
11. A returned check is subject to a charge of \$25.00, which shall be considered part of the rental. Unit shall be in default and overlocked by Management, until amount of the returned check, returned check charge, and any additional charges due are paid in full. Payment must be made by money order or certified check.
12. The Monthly Rental rate, deposit amount, late charge, cut-lock, and returned check charge are each subject to increase on day 27 of each month. Tenant shall be given thirty (30) days written notice of such increases and this Lease shall be deemed to be so altered if the Tenant continues his occupancy beyond the effective date of the increase. Notice shall be deemed given when Management deposits first-class mail, postage prepaid to Tenant at address given on this Lease or official change of address. **Tenant shall apprise Management of any change in his/her mailing address in writing within twenty (20) days of such change. A new Lease does not have to be executed for any new rental rate increases.**
13. All tenants in default or tenants having prior returned checks, must pay by money order. All tenants must pay by check/money order.
14. Any right granted herein to Management may be exercised by Management's Rental Agent or other representative or agent.
15. The covenants herein contained shall extend to and be binding upon the parties hereto, their heirs, executors, administrators and

assigns.