



Space Rental and Storage Agreement
Termination Notice

PROPERTY STORAGE TERMINATION

By signing this form, I am giving my 30 day written notice, required to close out my storage agreement. I plan on vacating my space on _____ (date). I hereby agree that my payment obligation are current and the storage space is clean and free of all personal items.

Patron Name: _____ Space number: _____

Patron Signature: _____ Date: _____

MWR Staff Signature: _____ Date: _____

In the event MWR owes the Patron a refund for any pre-payment, please provide a mailing address and contact phone number:

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Ext: _____

Privacy Act Statement

AUTHORITY: 5 U.S.C. § 301, 10 U.S.C. § 5031, Departmental Regulations, and EO 9397 (SSN).

PRINCIPAL PURPOSE: The information requested on this form will be used as a general record of storage space rented from the Morale, Welfare & Recreation (MWR) Department. The information will also be used to contact the Patron deemed necessary in connection with their responsibilities associated with the renting and using of storage space at MWR Personal Storage Facilities (PSFs).

ROUTINE USES: The information may be used by other departments or agencies of the United States Government in the normal course of administering the affairs of non-appropriated fund activities of the United States Government.

DISCLOSURE: Voluntary. However, failure to complete form may result in inability to obtain MWR storage services.