

HIGH STREET PROPERTY MANAGEMENT, LLC

SUMMER STORAGE POLICY FOR SUMMER 2020

As a benefit of renting from us for the upcoming Academic Year, you have the option of Free Summer Storage, however, you must follow the instructions below and use the forms provided.

OPTION 1: Storage in your unit in your bedroom

If your unit is not rented for the summer (contact us to determine availability), your personal items may be stored in your bedroom, the door closed and locked and the flyer provided below securely fastened to the bedroom door. You will need to fill out the Summer Storage Agreement below. You agree that your bedroom will not be cleaned as a result of your belongings being stored in it. You also agree that since we are not able to clean this room, that upon your move – out you will deliver your bedroom in a cleanly state at the end of your residency (as we would have delivered it to you had we been able to clean it). Our Academic Year Leases end midnight the day after graduation for the Spring semester. Therefore, the first day that your bedroom in your unit would be available for this storage option would be the morning after the day after graduation in the Spring unless the Residents who are moving out have vacated the premises prior to the end of their lease. If your unit has been vacated, then you will be able to store your items in your bedroom. If it has not been vacated, you will have to wait until the Monday after graduation to access this storage option. You will need to come to our office to access entrance to the unit – please see office hours below in Check Out/Storage Schedule Calendar below.

OPTION 2: Storage at 94 Main Street, Suite 105 (if you are not able to access Option 1 above)

You are required to fill out the **Summer Storage Agreement** as well as the form **94 Main Street, Suite 105 Storage Label**. We are required to have both forms in our possession and you are required to attach the Label to your items that are in 94 Main Street, Suite 105 storage location. Please see Storage Schedule Calendar below for dates that 94 Main Street, Suite 105 storage is available. Please place your completed **Summer Storage Agreement** in the drop box located outside of our office.

EITHER STORAGE OPTION requires that upon commencement of the Fall semester, you Check In at our office. During the summer, you will receive an email with times and instructions for Check In. All items in storage must be removed from 94 Main Street, Suite 105 no later than the day classes have begun for the Fall Semester. Any unclaimed items may be disposed of after this date.

In both options, only *your* belongings are permitted to be stored. Items belonging to other persons will be assessed a charge to *your* rental account as we only provide storage to students who rent from High Street. *We may dispose of property that is not yours without notice and charge disposal fees.*

As you know, May is a busy time of year. If you follow these procedures, it will make everyone's life much easier. Thank you for your cooperation in advance.

HSPM Staff Office Number: 585-991-7688 Rocco's Cell: 585-991-9990 Website: www.geneseorentals.com

High Street Property Management, LLC

May 2020

Storage Schedule Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April 26	April 27	April 29	April 30	1	2
					Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM
3	4	5	6	7	8	9
Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM
10	11	12	13	14	15	16
Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM
17	18	19	20	21	22	23
Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM	Storage Hours 8AM - 7PM				
24	25	26	27	28	29	30

Summer Storage Agreement

(required for both Option 1 and Option 2)

On May _____, 20____, I placed items in my future bedroom or at 94 Main Street, Suite 105, Geneseo, New York 14454.

I understand that neither High Street Property Management, LLC nor any of its affiliates, clients or staff is responsible in any way for the safekeeping of these items.

Items stored at 94 Main Street, Suite 105 must be picked up in August no later than Monday, the first day of classes for the Fall Semester. If not claimed by this date, items may be disposed of and I will be assessed a disposal fee.

Name of Resident (please print)

Cell #

Resident Signature

Street Address, unit #, bedroom # for residence

Email Address

Items stored: _____

The calendar below shows the dates and times this location will be open and available to you to retrieve your items:

High Street Property Management, LLC

August 2020

94 Main Street, Suite 105 Summer Storage Pick Up Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 8:00AM–8:00PM	25 8:00AM–8:00PM	26 8:00AM–8:00PM	27 8:00AM–8:00PM	28 8:00AM–8:00PM	29 8:00AM–8:00PM
30 8:00AM–8:00PM	31 8:00AM–8:00PM LAST DAY TO RETRIEVE ITEMS					

(Use this form if you are storing items in your bedroom - Option 1)

DO NOT ENTER

DO NOT CLEAN

NAME: _____

CELL PHONE: _____

EMAIL: _____

Securely fasten to bedroom door

Resident agrees that bedroom will not be cleaned as a result of belongings being stored in it. Resident also agrees that since Management is not able to clean this bedroom, upon move – out Resident will deliver bedroom in a cleanly state (as Management would have delivered had Management cleaned it).

(Use this form if you are storing items at 94 Main Street, Suite 105 - Option 2)

94 Main Street, Suite 105 Storage Label

NAME: _____

CELL PHONE: _____

EMAIL: _____

Securely fasten to items in 94 Main Street Suite 105 storage

PLEASE TAKE THE TIME TO THOROUGHLY READ AND FOLLOW THE “SUMMER STORAGE FORM” WHICH CAN BE FOUND ON www.geneseorentals.com OR OBTAINED IN OUR OFFICE, OTHERWISE, YOUR PROPERTY IS AT RISK OF DISPOSAL.

A FEW POINTERS:

IF A STUDENT IS NOT LIVING IN THE PREMISES IN THE UPCOMING ACADEMIC YEAR, THEY CANNOT, UNDER ANY CIRCUMSTANCES STORE ANY PROPERTY IN THE PREMISES. THEIR TIME AT THE PREMISES HAS ENDED AND THEY MUST REMOVE THEIR PROPERTY OR BE CHARGED DISPOSAL FEES, ACCORDINGLY. I WOULD LIKE TO GIVE JUST ONE EXAMPLE: LAST YEAR WE CALCULATED THE COST OF DISPOSING OF ONE MATTRESS AND BOX SPRING, USE OF A SMALL DUMP TRUCK, TRAVEL TO DISPOSAL SITE IN LIMA, NY, LABOR, TIME, FUEL, OTHER EXPENSES, AND IT COST US, BEFORE ROCCO’S TIME, OVER \$100 TO DISPOSE OF ONE MATTRESS AND BOX SPRING BECAUSE THEY ARE NOT PERMITTED IN DUMPSTERS – DUMPSTERS ARE FOR REGULAR HOUSEHOLD TRASH *ONLY*.

IF YOU ARE LIVING IN THE PREMISES IN THE UPCOMING ACADEMIC YEAR, YOU HAVE TWO STORAGE OPTIONS WHICH ARE DETAILED IN THE “SUMMER STORAGE FORM”. THESE OPTIONS CAN BE FOUND ON www.geneseorentals.com UNDER “IMPORTANT INFO” OR OBTAINED IN OUR OFFICE. IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, YOU RUN THE RISK OF HAVING YOUR PROPERTY DISPOSED OF.

IF YOU ARE RENTING FROM HIGH STREET IN A DIFFERENT LOCATION IN THE UPCOMING ACADEMIC YEAR THAN YOU DID IN THE ENDING ACADEMIC YEAR, YOU ALSO HAVE THE STORAGE OPTIONS LISTED IN THE “SUMMER STORAGE FORM” WHICH CAN BE FOUND ON www.geneseorentals.com UNDER “IMPORTANT INFO” OR OBTAINED IN OUR OFFICE.

EVERY YEAR I SEND OUT THIS EMAIL, AND EVERY YEAR SOME PEOPLE DO NOT FOLLOW THESE INSTRUCTIONS AND THEIR PERSONAL PROPERTY IS DISPOSED OF BECAUSE WE CANNOT KNOW IF IT IS MEANT TO STAY OR BE DISPOSED OF. WE CHARGE IF WE HAVE TO REMOVE IT IF IT’S NOT REGISTERED TO BE THERE THROUGH THE SUMMER STORAGE FORM. WE DO NOT WANT TO PLAY DISPOSAL MAN BUT WE HAVE TO CLEAN PREMISES FOR NEW INCOMING RESIDENTS, OTHERWISE, WE ARE ACCUSED OF NOT PROPERLY CLEARING AND CLEANING UNITS FOR THE UPCOMING ACADEMIC YEAR.

IF YOU ARE **SELLING/PURCHASING FURNITURE/PROPERTY** FROM AN EXISTING RESIDENT/FUTURE RESIDENT, THE INCOMING RESIDENT FOR THE UPCOMING ACADEMIC YEAR MUST COMPLETE THE “SUMMER STORAGE PDF” WHICH CAN BE FOUND ON www.geneseorentals.com UNDER “IMPORTANT INFO” OR OBTAINED IN OUR OFFICE. IF THIS IS NOT DONE, WE WILL DISPOSE OF THE FURNITURE/PROPERTY AND CHARGE THE OUTGOING RESIDENTS DISPOSAL FEES WHICH ARE, AS STATED ABOVE, MUCH HIGHER THAN YOU MIGHT REALIZE.

PLEASE FOLLOW THESE INSTRUCTIONS TO BE SURE YOUR PROPERTY/FURNITURE IS NOT ACCIDENTALLY DISPOSED.

THANK YOU.