

HIGH STREET PROPERTY MANAGEMENT, LLC

SUMMER STORAGE POLICY FOR SUMMER 2019

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 115 Center Street (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 115 Center Street 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 115 Center Street storage location. Please see Check Out/Storage Schedule Calendar below for dates that 115 Center Street storage is available.

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 115 Center Street 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 2019

Office Hours/Check Out/Storage Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April 29	April 30	1	2	3	4
Office CLOSED	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8-1	Office Closed
5	6	7	8	9	10	11
Office Closed	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30 Option 2 Storage @ 115 Center St from 5-7 pm	Office 8:30-1	Office Closed
12	13	14	15	16	17	18
Office Closed	Office 8:30-12:30 & 1:30-4:30 Option 2 Storage @ 115 Center St from 5-7 pm	Office 8:30-12:30 & 1:30-4:30 Option 2 Storage @ 115 Center St from 5-7 pm	Office 8:30-12:30 & 1:30-4:30 Option 2 Storage @ 115 Center St from 5-7 pm	Office 8:30-12:30 & 1:30-4:30 Option 2 Storage @ 115 Center St from 5-7 pm	Office 8:30-12:30 & 1:30-4:30 Option 2 Storage @ 115 Center St from 5-7 pm	Office 11-3 Option 2 Storage @ 115 Center St from 5-7 pm
19	20	21	22	23	24	25
Office 11-2	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30	Office CLOSED
26	27	28	29	30	31	
Office CLOSED	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office 8:30-12:30 & 1:30-4:30	Office CLOSED

Summer Storage Agreement

(required for both Option 1 and Option 2)

On May _____, 20___, I placed items in my future bedroom or at 115 Center Street.

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 115 Center Street 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 2019

115 Center Street Summer Storage Pick Up Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	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	8:00AM–8:00PM
25	26	27	28	29	30	31
8:00AM–8:00PM	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 115 Center Street - Option 2)

115 Center Street Storage Label

NAME: _____

CELL PHONE: _____

EMAIL: _____

Securely fasten to items in 115 Center Street storage