

# HIGH STREET PROPERTY MANAGEMENT, LLC

## SUMMER STORAGE POLICY FOR SUMMER 2018

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 (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 otherwise you will have to wait until the Monday after graduation to access this storage. You will need to come to our office – 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)

Please see Check Out/Storage Schedule Calendar below for dates that 115 Center Street storage is available. 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 attach the Label to your items that are in 115 Center Street storage location.

EITHER STORAGE OPTION requires that upon the commencement of the Fall semester you Check In at our office (you will receive an email with times and instructions) and 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* personal 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.

As you know, May is a busy time of year so following these procedures and will make everyone's life a lot easier. Thank you for your cooperation in advance.

HSPM Staff    Office Number: 585-991-7688    Rocco Cell: 585-991-9990

Website: [www.geneseorentals.com](http://www.geneseorentals.com)

# High Street Property Management, LLC

## May 2018

### Office Hours/Check Out/Storage Schedule

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

# 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 when I return for the fall term. If not claimed by August 31st, 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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, that upon Resident's 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