



Merkle Enterprises, LLC

STOW AWAY CENTER

2669 Spring Creek Highway
Crawfordville, FL 32327

Ph: 850-926-5725 * fax: 926-5726

www.stowawaycenter.com

INSTRUCTIONS FOR RENTING A UNIT AFTER HOURS

- CALL:** Sherri at 850-322-7106, to be sure I am available to give you an access code and to take your payment by phone. If I am not readily available, please leave a message and I may be able to call you back right away! I will also "walk" you through this process.
- CHOOSE:** a unit type from the following list (rates are monthly and include the sales tax):

<u>Mini Self Storage</u>		<u>Payment Due (including deposit)</u>
5 x 10	\$45.95	\$ 70.95
10 x 10	\$57.50	\$ 82.50
10 x 20	\$98.95	\$123.95
15 x 20	\$156.45	\$181.45
20 x 20	\$194.25	\$219.25
Trailer Pkg.	\$26.75	\$51.75
<u>Gated Boat/RV Storage</u>		
Open Slip	\$42.75	\$67.75
Covered Slip	\$117.70	\$142.70

2) **LEASE:** Find the manila envelope that coordinates with this unit type, and choose (if there is an option) which one you'd like to lease. Feel free to walk the property and see the location. The envelope has a 3 page Lease Agreement inside (4 pages for Boat/RV storage). Please be sure to fill in all blanks, sign on page one and initial on page 3.

3) **PAYMENT:** all unit types are charged a refundable security deposit in the amount of \$25.00 in addition to the first month's rent (noted on your lease). You will pay for one full month in advance, and your second month will reflect the pro rated amount which will be billed the next month.

4) **DROP BOX:** please place your signed lease agreement back in to the manila envelope and drop in the Drop Slot located to the right of the front doors.

5) **TAKE POSSESSION:** once I have received your payment and the lease has been deposited in the drop slot, I will give you an access code for the lock on the unit. Please place your own lock on one side and put my lock back on the other side. For Boat/ RV storage, I will provide you a personal gate code.

6) **FINAL:** I remove my lock immediately the following business day. I will also make copies of your Lease Agreement for you and send them in the mail to you, for your records.

*****For Office Use Only*****

Date: _____ Name: _____ Phone#: _____

Unit#: _____ Amount paid: _____ Method of Payment: _____