

Rules and Regulations

Oxford Square Storage

9949 E 51st St

Tulsa, OK 74146

(918) 627-9500

1. Your storage unit number is _____ and your pass code is _____. **Please use your unit number on all payments and correspondence.**
2. **Office Hours:** Monday – Friday 8:00 AM to 5:30 PM
Saturday 9:00 AM to 12:00 PM
3. **Access Hours:** Everyday **6:00 AM to 10:00 PM**
ALARMS AUTOMATICALLY SET AT **10:01 PM**. IF WE HAVE TO COME OUT DUE TO AN ALARM BEING SET OFF BY YOU THERE WILL BE A \$50.00 CHARGE. (NO EXCEPTIONS)
4. **RENT IS DUE ON THE 1ST DAY OF THE MONTH.** Payments may be dropped in the mail slot **BEFORE** the 5th. Payments may be made by the automatic credit card option, which is automatically charged on the 1st so no late fees are incurred. **NO MONTHLY BILLING IS PROVIDED.**
5. The storage unit is for “Dead Storage” **ONLY**. No work of any kind is to be performed inside the unit. No attachments may be made to the walls.
6. There is a \$10.00 charge for unit transfers AND Commercial deliveries.
7. **NO REFUNDS WILL BE GIVEN.**
8. The storage facility is a smoke free environment.
9. LESSOR is not responsible for damage to your goods due to any conditions. You will be advised if LESSOR believes damage has occurred to your storage unit. It is your responsibility to check on your property and unit.
10. **THERE IS NO DUMPSTER PROVIDED ON THE PREMISES FOR THE STORAGE FACILITY. ANY UNAUTHORIZED DUMPING WILL RESULT IN A \$50.00 CHARGE.**
11. No overnight parking of moving vehicles.
12. **If not moved out BEFORE the 1st of the month, the entire next month’s rent will be due. Notification of move-out MUST be in office prior to last day of the month.**
13. Unit must be swept out upon move out with door left open.

I have read and received the Rules and Regulations.

X _____ DATE _____