STORAGE AGREEMENT TERMS

- I AM AWARE THAT, IF I HAVE A ROOMMATE, THIS STORAGE AGREEMENT WILL NOT BE VALID UNLESS MY ROOMMATE MOVES OUT OR ALSO COMPLETES A STORAGE AGREEMENT. Additionally, I am aware that if I attempt to go on storage, and my roommate is NOT leaving, my rent will be reinstated, and I will still be responsible for rent charges.

- Residents are NOT permitted to sublease or live in another University Apartment while they are holding an apartment with a storage agreement. Violation can result in cancellation of the storage agreement and rent charges being reinstated from the starting date of the storage agreement.

- I release Ball State University, its employees and agents from any and all liability for personal injury or death to persons including myself or my family or invitees; property damage; for damage or loss from fire, water, the elements, Acts of God, theft, burglary, vandalism, malicious mischief, rodents. I agree to indemnify, defend and hold Ball State University harmless from any and all loss, claims, demands, foregoing injuries, death or losses to person or property, however occurring, or arising out of or related to any breach of the agreement by myself.

- I understand my vacated apartment WILL NOT be cleaned while I am storing my personal belongings in it.

- Ball State University, its employees or agents and the representatives of any government authority, including police and fire officials, shall have the right to enter the premises, without notice, to take such action as may be necessary to preserve Ball State University's property in the event of an emergency or to comply with any applicable law or to enforce any of Ball State University's rights set forth in this agreement.

- The premises may be used only for the storing of personal property owned by the resident. I agree to not use the premises for the operation of any commercial, industrial, manufacturing, or distribution business.

- Gasoline and other flammable liquids, unlawful goods of any kind, perishable foods, used tires, animals or any substance considered to be an environmental hazard. Please do not store items that have sentimental value or are irreplaceable. Ball State University recommends only storing large furniture items such as beds or couches. Electronic appliances should be left unplugged while apartment is unoccupied.

- ALL PROPERTY IS STORED AT THE RESIDENT’S SOLE RISK. INSURANCE OF ALL CONTENTS IS RESIDENT’S SOLE RESPONSIBILITY. RESIDENT AGREES AT HIS/HER/THEIR/ SOLE EXPENSE, TO MAINTAIN INSURANCE ON ALL PROPERTY STORED IN THE PREMISES WITH ACTUAL CASH VALUE COVERAGE AGAINST ALL PERILS. RESIDENT SHALL ASSUME ALL RISKS OF LOSS OR DAMAGE THAT WOULD HAVE BEEN COVERED BY SUCH INSURANCE IF RESIDENT HAD PURCHASED THE INSURANCE.

- I agree that I may not assign rights under this agreement or sublet the premises. This storage agreement shall be binding upon the heirs, assigns, executors, administrators, representatives and successors of the parties hereto.

- The storage charge per month will be $25.00 charged to your Bursar’s account. This charge will be assessed for any partial or full month property remains in the apartment.

- ALL apartment keys issued to you must be returned to the University Apartments Office for this agreement to begin. Rent will continue to be assessed until keys are returned.

- THIS AGREEMENT IS WITH THE UNDERSTANDING THAT YOU WILL NOT HAVE ACCESS TO YOUR APARTMENT ONCE YOUR KEY IS RETURNED UNTIL YOU RETURN TO MOVE IN. PLEASE BE SURE YOU TAKE ANYTHING WITH YOU THAT YOU WILL NEED PRIOR TO YOUR RETURN DATE. IF YOU WISH TO ENTER YOUR APARTMENT FOR ANY REASON, YOU WILL BE BILLED $25.00 (PER ENTRY) TO CHECK OUT THE KEY FOR 15 MINUTES.

- Roommates must move in within two weeks of one another, or the first roommate will be responsible for full rent until the second roommate moves in.

- RESIDENTS ON STORAGE AGREEMENT ARE NOT PERMITTED TO SUBLEASE (OR STAY IN) ANOTHER SCHEIDLER OR ANTHONY APARTMENT.

- US MAIL: Resident is responsible for changing address with United State Postal Services if they wish for mail to be sent to their summer address. The UA Office is NOT permitted to make this change. Change of address forms for “temporary change” are available at the UA Office.

REQUIRED SAFETY, SECURITY AND HOUSEKEEPING STEPS BEFORE YOU LEAVE:

1. Unplug all electronics and personal appliances. DO NOT unplug your refrigerator! This will cause the refrigerator to quickly mildew, and it will smell incessantly!

2. Turn off alarm clocks. This is the most common reason for staff having to enter apartment during a break period.

3. Empty trash and recycle container, remove all food from refrigerator/freezer (in case of power outage) and remove any other perishable food from apartment.

4. Close and lock all doors and windows.

5. Take plants and fish with you.
University Apartment Storage Agreement Summer 2013

Please fill out ALL information below. This contract is for summer months only and for residents who want to vacate their apartment and leave property in the apartment. Roommate (where applicable) must also be vacating for part of the time you will be gone.

Resident Information:
• Signed renewal contract must be received in order for a storage agreement to be valid. Completed storage agreement form & all keys issued to you must be returned in order for rent charges to be stopped.
• Storage is available for one block of time only between April 15 and August 31 and must last a minimum two weeks. Dates, even if tentative, must be listed below under return & departure. Do not leave blank.

Printed Name: __________________________ Complex & Apartment Number: __________________________

Anticipated Departure Date: __________________________ BSU ID #: __________________________

Anticipated Return Date: __________________________

Summer Emergency Contact Information:

Street Address: __________________________________________

City: __________________________ State: ______ Zip: __________

Residence Phone: __________________________

Cellular Phone: __________________________

Business Phone: __________________________

Alternate Contact:

Name: __________________________

Relationship: __________________________

Residence Phone: __________________________

Cellular Phone: __________________________

I am aware that UA staff may check my apartment following the return of my key(s) to see that the steps on the reverse side have been completed. This is to ensure the apartment is being left in an acceptable condition for the time I am gone.

I am also aware that my rent will be billed to my Bursar account after I return, and I will be responsible for paying charges through the Bursar’s Office to avoid a late fee charge. In addition, I will be required to complete a Service Activation Form if I wish to have my phone reconnected.

By signing below, I have read the storage agreement in its entirety and agree to be bound by the terms and conditions thereof for storing my personal belongings in my vacated apartment. I understand that ALL keys issued to me must be returned to the University Apartments Office for this agreement to begin, and I will not be able to re-enter the apartment until I return to move back in. I am aware I will need to show a picture ID in order to pick up my apartment key(s) to move back in.

I am aware that the UA Office will not issue a key to anyone else without a letter with my signature stating the name of the person who can pick up the key and the date they can pick up the key. The person stated in the letter will be required to show a picture ID in order to pick up my key. Also I am aware that if I fail to return by September 1, my rent charges will begin effective the date listed above. If no return date is listed, my rent will begin within two weeks of my roommate’s move-in date (if I have a roommate) or no later than September 1 of the current year.

In addition, I am aware that if I fail to return, I have 30 days from the start of classes to vacate my apartment; I will forfeit my deposit and be responsible for rent through April 15, 2013. I am aware that my rent will not stop if all keys issued to me are not returned.

Resident Signature: __________________________________________ Date: __________________________

For Office Use Only - Do Not Fill Out To Return:

1. Date Form Received In Office: __________________________ (Staff initials) Gave Resident Copy?: __________________________

2. Date Key(s) Received In Office: __________________________ Total # Keys In Box: __________________________

3. Date Checking Back In: __________________________ Key # __________________________ # Of Keys Issued: __________________________

**I (or my designated proxy) received my apartment key(s) on the date above, and I am aware that I am responsible for paying my rent at the Bursar’s Office after the 2nd business day following my return.

Signature (when moving back in): __________________________________________ Date: __________________________