

**I wish to vacate my storage space at renewal**

**\*\*\* 1 MONTHS NOTICE IS REQUIRED \*\*\***  
**Return before 30th August**

The pitch will be vacated **on or before 30<sup>th</sup> Sept (RENEWAL)**

Space No  
Access card No

Please fill in this section

I will return/I enclose the **key/card** to the yard mailbox on the day of leaving (where the movement slips were placed).  
**DO NOT** POST IT IN THE MAIL!

Name .....

Address .....

.....

Date ..... Signed .....

To be completed by the person who filled in the original booking form as the detail must be the same

If key/card are **collected** by **1500hrs 2nd September** it will **not** incur extra fees as the notice period will already be included in your payment to date. This is extra time - please do not expect any more late privileges.

**After** this date and time it is deemed late and an extra one month will be payable and deducted from your deposit before refunding. This information was sent out first week of August.

METHOD OF REFUND PREFERRED:- please tick

☐

Cheque made out to the above and posted ( **must** match that held on file)

☐

BACS payment to:-

Account Name .....

Acc No ..... Sort code .....

If staying at the moment, keep this form with your leaflet and updates to use as and when required.

VFR082023