

**I wish to vacate my storage space mid-year**

Space No
Access card No
<small>Please fill in this section.</small>

The space will be vacated on

.....(1 MONTHS NOTICE REQUIRED)

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!**

**To be completed by and in the name of the person who filled in the original booking form - the detail must be the same !!**

Name .....

Address .....

.....

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

At least 1 months notice is required prior to the end of your term, if your period is inline with the annual renewal (see alternate form) the latest being 31st August. If the paid for period is different (eg you arrived mid-year) then give at least 1 months notice prior to the end date of this period.

METHOD OF REFUND PREFERRED:- please tick

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

☐ BACS payment to:-

**Must be the name on the original booking form**

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.