

Princeville Mail Service Center, LLC
 dba: Kapaa Ship, Print, & Storage
 4-1104 Kuhio Hwy
 Kapaa, HI 96746
 Ph. (808)822-5195 / Fax (808)822-2148

STORAGE RENTAL AGREEMENT

KILAUEA MINI STORAGE

4306 A'alona Street, Kilauea HI 96754

KAPAA SELF STORAGE

4568 Lehua Street, Kapa'a, HI 96746

Combination Lock Code: <hr style="width: 80%; margin: 0 auto;"/> Please discard lock after accessing

Date of this Storage Agreement: ____/____/____ Unit #: _____ Size: _____

Price Per Month W/Tax: _____ + Deposit _____ = Total \$ _____

This Storage Agreement is subject to the Landlord and Tenant Code, Chapter 666, Hawaii Revised Statutes. In this Agreement, "YOU" and "YOUR" refer to the Tenant(s). The words, "WE" and "OUR" refer to the Landlord. "Storage Unit" refers to the unit rented. If more than one tenant signs, each of you will be liable for all rents owed, and for complying with all parts of the Agreement. Kilauea Mini Storage (KMS) & Kapaa Self Storage (KSS) are subsidiaries of the Princeville Mail Service Center, LLC (PMSC)

Tenant Name(s):		Mailing Address:
DL# / Passport		
EIN / Other Approved I.D.		
Best Contact Number(s)		
2nd Contact Number		
E-mail		

I have been told about **Tenant One Insurance**. I understand that I must seek insurance for my personal items and that Kilauea Mini Storage and Kapa'a Self Storage, its parent company or employees, is in no way responsible for items damaged, lost or stolen.

Initials:

Emergency Contacts / Authorized Users:

You will declare an emergency contact(s) for your account. We may contact this person if your account becomes delinquent for two (2) months or more, in an attempt to contact you. This person may be contacted in the event of an emergency. This person can be granted access to your unit and may do so by presenting photo I.D.* With your permission, given below, we may discuss account details with this person, including account balances.

Declaring at least one local emergency contact is highly recommended if you do not live on-island. If you need to list more than two (2) contacts, please ask for an additional form.

Emergency Contact(s) / Authorized User(s)

Secondary Contact:	
DL# / Passport / SS#	
Best Contact Number	
2nd Contact Number	
E-mail	
May Discuss Account? (Check One)	YES NO

Access to your unit will be permitted only during posted business hours. Storage hours of operation are 7 days a week, from 7:00 a.m. to 7 p.m. at Kapa'a Self Storage and 8:00 a.m. to 6:00 p.m. at Kilauea Mini Storage, Hawaiian Standard time. We are closed on major holidays including, but not limited to, Easter Sunday, Thanksgiving, Christmas, and New Year's Day. Kilauea Mini Storage (KMS) & Kapaa Self Storage (KSS) reserve the right to change our hours of operation at any time, with or without notice. Please contact the office, Kapaa Ship, Print, and Storage (KSPS), at (808) 822-5195, for more information. Any Tenant or Authorized User found accessing the unit after hours, without express written consent, will be found in violation of this Rental Agreement and will be considered Trespassing. Emergency access is not available. No person other than a Tenant or Emergency Contact/Authorized User will be granted access to the unit, nor can it be subleased or assigned to others.

If you have pallets in your unit, do not remove the pallet(s) from your unit floor! They assist with air flow and are necessary in keeping your items, and our units, safe from damage. Storage Units ARE **NOT CLIMATE CONTROLLED** and damage from moisture and humidity are highly possible. During the summer months, the units may become hot inside.

RENTAL RATE: As stated on the first (1st) page of this contract, in advance. **You are responsible for making sure your payment is received no later than the 10th of every month, whether or not you have received your bill.** Your second month's fees are pro-rated based upon your move-in date and notice of the prorated amount will be sent to you as your first invoice. You will be given 30 days advance written notice before any rent increase is made effective. This provision does not apply to increases as a result of late payment (i.e., loss of discount or special rate).

Please list your unit number on check or money order, made payable to either Kilauea Mini Storage or Kapa'a Self Storage. Cash, check, or credit card payments may be made via Online with our Intuit Service, in person at Kapa'a Print Ship and Storage (KSPS), or by mail to: 4-1104 Kuhio Hwy Kapa'a HI 96746. **Failure to pay on time will result in a late fee of 10% of your balance due, applicable once for every billing cycle missed, loss of special discounts or rates, denial of access to your unit, and eventual abandonment proceedings. Two months of missed payments will lead to an eviction notice.**

OCCUPANCY: The unit will be ready for you to utilize on the day of your rental. After the first 24 hours of rental the one month minimum is required. Management can only void out and refund this rental agreement if notified the same day of payment. All units are month-to-month rentals, one full month minimum. Units prepaid for six (6) months or more will receive a discount to their total before tax of 7%; units prepaid for twelve (12) months or more may receive a discount to their total before tax of 15%. After one full month, any unused rental fees at the date we are notified, by you, of unit vacancy will be refunded, with any applicable security deposit(s), by check via U.S. mail.

SECURITY DEPOSIT: \$100.00, payable in advance for most units. \$320 for a 40 Foot unit and \$160 for a 20 foot unit (based on square footage). See section F of the Standard Provisions for more information on refunding security deposits.

LATE PAYMENT SERVICE CHARGE: If payment is not made on time, you will pay a monthly late fee of 10% of the total past due balance. This fee is non-reversible and non-refundable.

KEYS AND LOCKS: You are to use your own key and lock, NOT THE COMBINATION LOCK PROVIDED. These locks are weak and are meant to be returned to Management in the blue lock box on-site once you have accessed the unit. You will not install additional hinges, or locks to the unit. If we place an overlock on your unit due to non-payment of rent, you will not attempt to circumnavigate said lock for any reason at any time. Tampering with an overlock will result in immediate forfeiture of your rental contract and storage deposit.

RESTRICTIONS ON ITEMS TO BE STORED: You will not store any perishable items in your unit, regardless of the type of container utilized. You will not store automobiles, or any vehicle still containing gasoline or anything that is flammable or needs ventilation. You will not store items known to be stolen, illegal, or explicit in nature.

RISK OF LOSS: You are hereby informed and agree that we will not insure your property against loss from any cause, whatsoever. You also agree to carry your own storage insurance policy to cover the loss of your property stored within this unit. The properties are equipped with surveillance cameras which stores up to four (4) days of footage. If property is reported stolen, we agree to release any footage to the Kauai Police Department which may assist in recovering your items. It is your responsibility to notify the Kauai Police Department of break in and to notify us with a police report number. If you do not have a police report number or have not reported the break in, to Kauai Police Department, then no surveillance footage will be released.

STANDARD PROVISIONS: You and we agree that the Standard Provisions attached to this form are part of this agreement. You agree that you have read and understood all of these provisions before you signed.

RECEIPT BY TENANT: You have received a copy of this agreement.

TENANT(S) SIGNATURE: _____ **Date:** _____

LANDLORD SIGNATURE: by _____ for Managing Agent.

NOTE: The Managing Agent is authorized to act for the Owner to collect rent payments, requests, and notices from you. The agent is authorized to issue notices to you.

STANDARD PROVISIONS

THE TENANT(S) WILL INITIAL EACH OF THE FOLLOWING PARAGRAPHS TO INDICATE THAT THE TENANT(S) UNDERSTAND AND AGREE TO BE BOUND BY EACH PROVISION. VIOLATING ANY OF THE FOLLOWING PROVISIONS MAY RESULT IN IMMEDIATE TERMINATION AND FORFEITURE OF CONTRACT AND/OR LOSS OF SECURITY DEPOSIT(S) AND/OR LOSS OF RENT'S PAID.

Most Frequently Asked Questions...

- 1. PROPERTY IS FOR STORAGE USE ONLY. IF YOU ARE FOUND TO BE USING YOUR UNIT FOR ANY PURPOSES OTHER THAN STORAGE, IT WILL RESULT IN TERMINATION AND IMMEDIATE FORFEITURE OF CONTRACT, DEPOSIT, AND/OR RENT'S PAID. YOU WILL BE GIVEN A NOTICE TO VACATE WITHIN 72 HOURS.**
- 2. LOITERING ON PROPERTY IS NOT PERMITTED. PLEASE LIMIT YOUR TIME ON PROPERTY TO LOADING/UNLOADING ONLY AND REGULAR MAINTENANCE OF STORED ITEM(S). THERE WILL BE NO CONSUMPTION OF ALCOHOLIC BEVERAGES OR DRUG USE OF ANY KIND ON STORAGE PROPERTY, THIS WILL NOT BE TOLERATED, IT WILL RESULT IN IMMEDIATE TERMINATION AND FOREITURE OF CONTRACT, DEPOSIT, AND/OR RENT'S PAID. YOU WILL BE GIVEN A NOTICE TO VACATE WITHIN 72 HOURS.**
- 3. FAILURE TO PAY RENT ON TIME WILL LEAD TO LOSS OF SPECIAL DISCOUNTS OR RATES. YOUR UNIT MAY BE SUBJECTED TO OVERLOCKED, PLUS A 10% LATE FEE ADDED TO YOUR BALANCE OWED.**

(A) CONDITION OF UNIT: You will verify, immediately on or before completion of contract, that the unit is in a condition sufficient for the safe storage of your property. Some units have pallets to provide ventilation and moisture control; you will not remove the pallet(s) from the unit. You may wish to store fabric, paper, leather, and similar items in airtight plastic bags, free from moisture, in order to help protect them from mildew caused by humidity. We do not provide plastic bags, but do encourage their use, along with other moisture control techniques. If the unit does not meet your approval you will notify us immediately so that we may correct the problem. If the repair or correction will take more than one business day, your account will be pro-rated accordingly. You acknowledge that we are not responsible for weather damage of any kind.

(B) RENT INCREASES: You will be given 30 days advance written notice before any rent increase is made effective. This provision does not apply to increases as a result of late payment (i.e., loss of discount or special rate).

(C) NOTICE TO TERMINATE: You may serve us notice of termination at any time, by submitting a "Move Out Form", dated the same day the unit was vacated and dropped off at 4-1104 Kuhio Hwy., Kapaa, HI 96746. Office hours are Monday - Friday 9am to 5pm, if it is after business hours, move out form can be dropped in the mailbox located on the right hand side of the front door of the Kapa'a Print Shop and Storage. You can also email it to kapaasps@gmail.com. The unit is not considered "vacated" until all items are removed, the unit is cleaned, and pallet(s) in place. This will begin the move out process and refunding of any rent(s) or deposit(s) owed.

(D) FAILURE TO PAY RENT: If you do not pay your rent by the due date, we can give you written notice that 45 days after the due date you will be evicted. Failure to pay rent on time will result in the loss of any special discounts or rates, regardless of cause or fault, and cannot be reversed.

(E) SERVICE OF NOTICES: If we have to serve notice to you, which includes all parties on the contract, you agree that posting the notice on the unit door will constitute notice to you and all parties on the contract. We can post this notice in a conspicuous place on the unit. It will also be delivered via email to the email address(es) provided and/or via text message.

(F) SECURITY DEPOSIT (see paragraph 6): When this Agreement is terminated and you have moved out of the storage unit, we will return the Security Deposit, minus any deductions, no later than 14 days of receiving the signed (by Tenant(s)) "Move Out Form." This refund will be made via check, sent through U.S. mail to the address provided on the "Move Out Form". We will give you a written statement at the time explaining any deductions. Deductions can be made for the following reasons:

1. To repair or replace anything you accidentally or intentionally damage. See paragraph G regarding your responsibilities.
2. Your failure to pay rent due or any prorated amount for rent at the time of move out that remain unpaid.
3. Your failure to leave the storage area in the condition received, except for normal wear and tear. We will charge you for cleaning expenses if necessary in the amount of \$50.00 to \$100.00 for any boxes, trash or undesired items left in the unit or around the unit and for items missing. It is your responsibility to have the unit in a clean and fit condition the day you move out.
4. **We must receive the signed move out form within 14 days of move out. Your failure to notify us that you have vacated the unit, may result in the loss of storage deposit.**

If your Security Deposit does not cover all reasonable damages and costs, you agree to cover these extra costs and will remain as a customer balance on your account with Kapa'a Ship Print and Storage and will continue to be billed to you via email.

(G) TENANT RESPONSIBILITIES

1. MAINTENANCE: At your expense, you will keep the unit clean, safe, sanitary, and in good order; you will repair any damages caused by your misuse or neglect. If you notice any defects in the unit that are not your responsibility to fix, you agree to promptly inform us of such defects. You are not to make any modifications to the storage unit of any sort. This will result in immediate termination and forfeiture of contract, loss of storage deposit, and any rental payments that may have been paid. Storage unit will be vacated in the original state as you received it at the start of storage rental.
2. USE: You are to use the premises for storage purposes only, and not for any unlawful, improper, or offensive purposes. These units are meant for commercial use, and will not and cannot be used for residential purposes. **If you are found using your unit for any purpose other than storage, it will result in immediate termination and forfeiture of contract, loss of storage deposit and any rents that may have been paid.** You will be given 72 hours to vacate the storage unit and property. Loitering of any kind on property is not permitted. Loading and unloading only, including regular maintenance item(s) will be permitted. There will be no consumption of alcoholic beverages or drug use of any kind on storage property. This will not be tolerated and result in immediate termination and forfeiture of contract, storage deposit, and any rents that may have been paid.
3. GIVING NOTICE OF VIOLATIONS: If it is necessary to tell you in writing about any violations, and if we cannot deliver such notices to you, we can post the notices in a conspicuous place on your unit or email/text it to the email address or phone number on file.
4. COSTS OF TERMINATION OR REPAIR: If we have to enforce this Agreement, we can employ an attorney or collector, and you agree to pay reasonable costs and attorney's fees, plus any court costs and interest on funds owed to which we may be entitled.
5. CONTACT INFORMATION: You will provide us with new contact information any time you move or change the contact information provided at the time of rental.
6. MOVE OUT: You will notify us immediately when you vacate your unit, on the day the unit is vacant and rentable to a new tenant. You will be charged for rent only through the day you notify us and the unit is available for rent, unless we find that the unit was not available or was not left in rentable condition on the day you notified us. Any refunds for unused days will be mailed to the last address on file, updated address on file or specified.

(H) ACCESS TO THE UNIT: You will not unreasonably withhold your consent to allow us to enter the unit, in order to inspect the premises; or to make necessary agreed repairs, alterations or improvements. We will not abuse this right of access or use it to harass you. Except in case of emergency, we will give you at least two (2) day notice of our intent to enter, only during business hours. We will have no other right of entry, except by court order, unless you appear to have abandoned the premises. During any extended absence of the tenant, we may enter the unit as reasonably necessary for purposes of inspection, maintenance, and safe-keeping.

(I) DAILY RENTAL RATES: When it is necessary to calculate rent on a daily basis, this will be done by dividing your monthly rent, before taxes, by 30, the standard number of days in a month.

(J) ABANDONMENT AND SURRENDER OF PROPERTY: Any property left in the unit after official notice of rental termination has been submitted, the Management/Landlord may seize and dispose of the contents, per code 521-56. You will have a 45 day eviction notice.

We will attempt to notify you of abandonment proceedings in any way available, including posting a notice in a conspicuous place on the unit. Abandonment proceedings, once finalized, cannot be reversed.

By signing, I acknowledge that I understand and agree to the above terms and provisions, and intend to follow them to their fullest extent.

TENANT(S) PRINTED NAME: _____ DATE: ____/____/____

TENANT(S) SIGNATURE: _____

LANDLORD SIGNATURE: by _____ for Managing Agent.

NOTE: The Managing Agent is authorized to act for the Owner to collect rent payments, requests, and notices from you. The agent is authorized to issue notices to you.



STORAGE AUTO PAY

AUTHORIZATION FORM

Printed Name: _____ **Unit #** _____ **Size:** _____

CREDIT / DEBIT CARD INFORMATION:

Card Type: VISA MASTERCARD AMERICAN EXPRESS

Card No. _____ **Exp.** _____ **CVC:** _____

Name on Credit/Debit Card: _____

Billing Address: _____

City: _____ **State:** _____ **Zipcode:** _____

Please Check One:

- One-Time Only for the amount of: \$ _____
- Enroll in Auto-Pay and charge my credit/debit card for the total amount listed:
\$ _____ at the end of every month.
- 6 Month Prepay, with a discount of 7%. Total Amount \$ _____
- 12 Month Prepay, with a discount of 15%. Total Amount \$ _____

Acknowledgement of Auto-Pay:

I, _____, authorize Kapaa Self Storage and/or Kilauea Mini Storage, a subsidiary of Kapaa Ship, Print and Storage and the Princeville Mail Service Center, to charge my credit/debit card listed above for the total amount due for my storage unit rental. I understand that it is my duty to notify Kapaa Self Storage and/or Kilauea Mini Storage when I vacate my storage rental unit and to remove my card from auto pay. I also acknowledge and understand that the charge on my monthly credit/debit card statement will appear as Kapaa Ship, Print and Storage and it is also my sole responsibility to keep my credit/debit card information current and if my credit/debit card declines for any reason, I understand I will be removed from Auto Pay and a late fee charge of 10% will be added to the total amount due.

Signature: _____ **Date:** _____