



Cirbyselfstorage@surewest.net
175 Cirby Way * Roseville, CA 95678
(916) 782-5255 (916) 782-5237 fax

**This letter is to inform you that the credit card we have on file in our office to automatically charge your rent each month is expiring on _____ .
Please update you card information using this form and return to our office before your due date.**

CUSTOMER NAME: _____

STORAGE SPACE #(S) _____

C/C ACCOUNT #: _____
VISA OR MASTERCARD ONLY

EXPIRATION DATE: _____
MONTH / YEAR

I hereby authorize CIRBY SELF STORAGE to charge the above referenced credit card account automatically each month, and to apply said charge towards the payment of my monthly rent for the space number(s) stated above. Said charge authorization is to be in an amount equal to my monthly rent in effect at that time.

I also understand that if my credit card is declined for any reason, I am still responsible for any and all fees that may incur in accordance to my rental agreement. I agree that it is my responsibility to update my credit card when it expires in writing and to keep CIRBY SELF STORAGE updated with any change of address/phone numbers. I also agree to hold CIRBY SELF STORAGE harmless from liability as a result of its activities in connection with such transactions. I understand and agree there will be a \$1.00 transaction fee per month for this service.

I understand that it shall remain my obligation to notify CIRBY SELF STORAGE in writing (7) days in advance of my intent to terminate my tenancy, and to pay any prorated amounts of rent that may become due thereof.

Signature

Print Name _____ **Date** _____

Received By: _____ **Date** _____