



<b>Admin Use Only</b>		
Unit(s): _____	Rent: _____	Date: _____

## Lease Application

### Primary Contact Information

Name of Business/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip

Home ☎: \_\_\_\_\_ Mobile ☎: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

### Emergency Contact Information

*This information will be used in the event of an emergency if we are unable to contact the primary Leaseholder.*

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip

Home ☎: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Employment Information

#### ***If Civilian...***

Name of Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip

Work ☎: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### ***If Military...***

Duty Station: \_\_\_\_\_

Rank/Rate: \_\_\_\_\_ Commanding Officer: \_\_\_\_\_

Work ☎: \_\_\_\_\_ Email Address: \_\_\_\_\_

The undersigned represents that the above statements are true and complete and authorizes The Runnymede Corporation/Witchduck Self Storage to verify all information. Falsification of information will result in denial of the Application for tenancy. This application, if accepted by the Landlord, shall constitute part of the Lease Agreement.

Signature of Applicant

Date

Signature of Applicant

Date

### Client Survey

<b>How Did You Hear About Us?</b>	<b>Shopping</b>	<b>How far away do you reside?</b>	<b>Customer Type</b>	<b>Residential Type</b>
<input type="checkbox"/> Current Tenant <input type="checkbox"/> Drive-by <input type="checkbox"/> Internet <input type="checkbox"/> Online Search <input type="checkbox"/> Other <input type="checkbox"/> Previous Tenant <input type="checkbox"/> Referral <input type="checkbox"/> Saw Ad <input type="checkbox"/> Yellow Pages	How many other facilities did you contact? _____	<input type="checkbox"/> <2 miles <input type="checkbox"/> 2-3 miles <input type="checkbox"/> 3-5 miles <input type="checkbox"/> 5-10 miles <input type="checkbox"/> >10 miles <input type="checkbox"/> Outside Country <input type="checkbox"/> Outside State	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> Apartment <input type="checkbox"/> Home Owner <input type="checkbox"/> Military <input type="checkbox"/> Other <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Student
	<b>Used Self-Storage Before?</b>	<b>Reason for Storing</b>	<b>Why this Facility?</b>	
	<input type="checkbox"/> Unknown <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Business Needs <input type="checkbox"/> Estate <input type="checkbox"/> Excess Stuff <input type="checkbox"/> Marriage/Divorce <input type="checkbox"/> Moving <input type="checkbox"/> Other <input type="checkbox"/> Renovating	<input type="checkbox"/> Advertising <input type="checkbox"/> Cleanliness <input type="checkbox"/> Features <input type="checkbox"/> Gate Hours <input type="checkbox"/> Location <input type="checkbox"/> Management <input type="checkbox"/> Other <input type="checkbox"/> Price <input type="checkbox"/> Security <input type="checkbox"/> Special offer <input type="checkbox"/> Truck/Trailer <input type="checkbox"/> Wine Storage	<b>Business Type</b>
	<b>What is Stored?</b>			<input type="checkbox"/> Accounting <input type="checkbox"/> Banking <input type="checkbox"/> Distribution <input type="checkbox"/> Government <input type="checkbox"/> Hospital/Doctor <input type="checkbox"/> Industrial <input type="checkbox"/> Law <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Retail <input type="checkbox"/> Service
	<input type="checkbox"/> Boat/Boat Equip <input type="checkbox"/> Business Inventory <input type="checkbox"/> Business Records <input type="checkbox"/> Car <input type="checkbox"/> Furniture/Boxes <input type="checkbox"/> Motorcycle <input type="checkbox"/> Other <input type="checkbox"/> RV <input type="checkbox"/> Wine			



**We make it easy to pay....**

*Remember, payments are due by the 1<sup>st</sup> of each month and late fees will be applied to payments made after the 10<sup>th</sup>. For your convenience, we offer several ways to pay your bill on time.*

**Pay Online at [www.WitchduckSelfStorage.com](http://www.WitchduckSelfStorage.com)**

**Username: (your email address) Password: \_\_\_\_\_**

Simply press the "Pay Online" button and enter your username and password. We accept VISA, Mastercard, American Express, and Discover. Follow a few easy steps and you're done!

There are two options when paying online:

- **Auto-Pay Recurring Monthly Payment.** With Auto-Pay, you can set it and forget it! No late fees ever - Guaranteed! Set up your monthly payments with your Credit or Debit Card. Or, if you like, you can even use your checking and/or savings account.
- **One-Time Payments** Make a one-time payment on our secure website.

### **Pay by Phone**

You may call our leasing office at 757.490.3020 and provide your credit/debit card information to the manager and/or Storage Specialist on duty. He/she will process your payment immediately and email you a copy of your receipt if requested.

### **Pay by Mail**

Mail your payment to our leasing office at the address below. Please remember to include your storage unit number on your check for accurate processing.

Witchduck Self Storage

5198-A Cleveland St

Virginia Beach, VA 23462

### **Drop Box**

You may deposit your check in the drop box located at the front entrance of our office (no cash accepted after hours). Payments made after the office is closed will be credited the next business day.