

**Work Management Center**

Physical Plant Division

University of Florida

PO Box 117700

Gainesville, FL 32611 352-392-1121

**PPD MINI-STORAGE UNIT LEASE AGREEMENT F/Y 09-10**

(Please complete all lines)

Unit \_\_\_\_\_ Size \_\_\_\_\_ AC \_\_\_\_\_ Yearly Lease Amount \$ \_\_\_\_\_

Dept \_\_\_\_\_ Dept ID \_\_\_\_\_ Contract Person Full Name \_\_\_\_\_

Campus Address \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

**THE FOLLOWING IS AGREE UPON by the LEASING DEPARTMENT**

- > The term of this lease is July 1, 2009 until June 30, 2010 unless otherwise stated;
- > Lease Agreements will be signed and funded to PPD with the UF Chartfield the first two weeks of the Fiscal Year;
- > Storage of University/Department property only;
- > No hazardous substances, materials, fluids, drugs, medicines, etc. or any type of illegal substances;
- > The storage units are not to be used in any unlawful or illegal activities;
- > The Storing Department is responsible for reporting decaled property to UF Property Accounting;
- > Only standard UF Locks and Keys will secure the units; Lost keys can be replaced 392-1121 for \$5.00 each;
- > The University of Florida, Physical Plant Division, and its agents have full access to all units at all times;
- > The Storing Department will leave the Storage Unit clean when it is vacated;
- > The Storing Department will not alter the physical structure of the building in any way;
- > Air conditioning unit controls are to be kept on LOW with LOW FAN at all times;
- > Insurance for the unity and its content is self-insured by the leasing Department and/or the University of Florida;
- > Physical Plant Division assumes no responsibility for the contents or the units and their safety;
- > Report Maintenance concerns to the Work Management Center, 392-1121;
- > All units and their connecting roadways are in a No Smoking zone;
- > Notify the Work Management Center at least 30 days in advance if you are going to vacate a unit, 392-1121;
- > Electricity is provided for lighting and A/C usage on some units. Lighting will be turned off before locking up a unit;
- > All property is to be stored inside the units only (no outside storage);

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_