



Location: 1715 South 3<sup>rd</sup> Avenue, Yakima, Washington 98902  
Mailing Address: P0 Box 1035, Selah, Washington 98942 • 509.453.8051

## Welcome & Important Reminders

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### Valued Tenant:

Thank you for selecting Evergreen Self Storage for your storage needs. We appreciate your business and work hard to provide a safe and clean space for your belongings. Below are some important reminders about our self-storage facility.

### Office Hours:

- Monday – Friday: 9 AM – 6 PM
- Saturday: By Appointment Only - Call 509.453.8051 or 509.424.0796
  - Note that Zammie our Site Manager is there most Saturdays till noon; just call ahead
- Sunday: Closed
- Please note we are closed for holidays including Thanksgiving, Christmas, and New Year's Day.

### Gate Opening Hours:

Access to your belongings is through our security gate using your unique pin number. Gate hours are from 7:30 AM – 8 PM every day of the week. For an additional fee access can be granted 24 hours a day in some cases. Make sure you are on the street side of the gate by 8:00 PM, or make sure you have your tent and sleeping bag with you.

Emergency Numbers are 509.424.0796c, 509.833.4304c or 509.698.4611o. If we have to come to let you out there is a \$30 Fee.

### Payment Options:

- You can make payments in person during office hours with cash, check, ACH/bank and most Credit Cards.
- Make payments anytime with a Credit Card or bank Debit from our web site at [www.Evergreen-Self-Storage.com](http://www.Evergreen-Self-Storage.com)
- We accept MC, VISA, Discover, AMX
- Avoid late fees by signing up for automatic monthly payments by either Credit Card or ACH/bank debit.

## Move-Out:

Move-Outs **Require 20 day's written notice** to our staff or you will be responsible for the following month's rent. All notices have to be presented before the 11th of any month to not be responsible for the next month's rent.

## Referrals:

You are our best advertisement. We appreciate your choice in storing with Evergreen Self Storage and would love for you to introduce us to your friends, family, and co-workers. Refer someone you know and take \$25 to \$50 off your next month's rent when they rent with us 3 months or longer and stay current on their monthly rent! We just need a few "Good People".

## Contact Information:

- Please confirm that all the information in the top section of this letter is correct
  - If incorrect call 509.453.8051 or E-Mail the correct information to:  
[Zammie@Evergreen-self-storage.com](mailto:Zammie@Evergreen-self-storage.com)
- It is your responsibility to keep us up to date on any changes
  - If you do not keep your contact information current and you are delinquent in payments, **your unit could be sold** if we cannot contact you
  - All letters will be sent to your last known address

## RENTAL AGREEMENT RULES AND REGULATIONS PLEASE OBSERVE THEM

1. Please place only one personal lock on your storage unit.
2. Please observe the speed limit of 5 miles per hour at all times when driving through the facility.
3. Please park cars and trucks so as not to block driveways.
4. **Do not connect refrigerators or freezers** to service outlets Other than lighting No power is provided.
5. **No Food** items whatsoever stored in your unit, there could be fees if we have a rodent problem.
6. **Turn Off** all lights when you are not using your storage unit.
7. If in the opinion of the manager, an excessive amount of electricity is used, an additional fee will be charged.
8. **NO** sanding or spray painting within the unit or any other extended work such as auto maintenance or hobbies to be conducted in the storage units.

9. **NO** gasoline, explosives, or any other hazardous or dangerous Chemicals in the unit.
10. Vacating, give manager at least twenty (20) days prior notice in writing, per your contract
11. When vacating, **remove all boxes and trash and sweep the unit out.** Occupant is responsible for the removal and OFF-SITE DISPOSAL of ALL garbage and unwanted items.
12. No rent refunds will be granted on partial months.
13. The facility will be closed on the following holidays: New Year's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas Day. The gate will operate as normal 365 days a year.
14. Lost key fee: \$25.00

**GATE HOURS: 7:30 AM to 8:00 PM 365 Days a Year**  
**OFFICE CLOSED ON HOLIDAYS**  
**STORAGE TIPS**

1. Store clothing in clothing bags.
2. Do not set boxes on stuffed furniture.
3. Do not set box springs and mattresses directly on floor or leaning on walls.
4. Defrost and clean refrigerators and leave door open a crack when storing.
5. Store Pianos at your own risk.
6. **Do not store Paint or Oil Rags.**
7. These units are not heated. Please do not hesitate to Call or E-Mail with any questions.

Sincerely,

*Wes Wimberley*

Wes Wimberley  
General Manager  
[Wes@Evergreen-Self-Storage.com](mailto:Wes@Evergreen-Self-Storage.com)

*Zammie Zamarripa*

Zammie Zamarripa  
Site Manager  
[Zammie@Evergreen-Self-Storage.com](mailto:Zammie@Evergreen-Self-Storage.com)

[www.Evergreen-Self-Storage.com](http://www.Evergreen-Self-Storage.com)