

## Leaving Belongings Instruction Sheet

If you choose to leave your belongings over the break, it is imperative that you follow these instructions exactly.

- **You are only eligible to leave your belongings if you are returning for the following semester.**
- **All storage must be inspected and approved by management.**
- Your personal belongings need to be boxed or bagged, properly labeled with 1.) name and 2.) contact phone number, and stored in any the following designated areas *in your personal bedroom*:
  - Closet - Clothing & other belongings may be left hanging in the closet and stacked neatly on closet shelves.
  - Drawers – Clothing & other personal items may be left in the drawers under your bed.
  - Bed – All other items must be stacked neatly on top of your bed.
  - Some items may be left in storage closets and kitchen cupboards, but have to first be approved by management.
- **All designated areas have to be thoroughly cleaned before personal items are stored.**

\*\*Please be aware that all items that are not labeled or are not stored correctly will be considered abandoned property and disposed of by management.

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Please read the following carefully and sign below:

I, \_\_\_\_\_, understand that I am leaving my belongings with Brighton Apartments & Townhouses at my own risk. I understand that Brighton is not responsible for any lost or stolen items. I understand that cleaning and maintenance crews will be coming in and out of my apartment during the break. I also understand that it is my responsibility to move my personal belongings, including items from the kitchen, vanity, bathrooms, storage closets, etc. to a designated storage area by Brighton Management. If I do not move my belongings to my assigned area, I understand that my personal items may be discarded. I understand that my personal belongings must be labeled correctly, and if they are not, my items may be discarded. I authorize Brighton Management to move any of my belongings due to cleaning or maintenance if necessary. I will provide Brighton Management with a contact phone number where I can be reached during the break if it becomes necessary for management to contact me. I also understand that I must have a Spring 2016 contract to leave my belongings.

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Tenant Signature

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Date

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Tenant Contact Phone Number

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Management Storage Approval Signature

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Date