

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.

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.

Tenant Signature

Date

Tenant Contact Phone Number

Management Storage Approval Signature

Date