

Mall Mini Storage Customer Reminder Sheet-

- To get in the main gate: ()#()*.
- Key in your unit number () then press # Key in your access code () then press*.
 - This will open the gate. When leaving repeat this process on the inside keypad.
- Rent is due each month on the date that you signed the lease.
 - Your rent is \$_____. And due on the _____.
- Office Hours: 9:00a.m. – 5:00p.m. Monday thru Friday, and 8:00a.m. – 1p.m. on Saturday.
 - Gate Hours: 24 Hours
- We **DO NOT** send monthly bills. You are responsible for paying your rent on time.

Problems after Hours-

- It is very important that you understand how to operate the gate using your access codes. Be sure that you are keying in (your unit number) then # (your access code) then *. In case of an error press # to clear the terminal and start over.
- Did you remember to pay your rent this month? Your contract explains past due rent and lockout procedures. Delinquent payments will be accepted **ONLY** during Office hours.
- There is an emergency number on the outside of the office building. This number is to be called only in the case of an emergency. When calling the emergency number, remain on the line until someone becomes available to assist you. If you cannot remain on the line, leave a phone number where you can be contacted. If our representative can not reach you by phone, you will not be assisted. Most problems can be solved over the phone.
- Persons demonstrating their inability to follow correct procedures will also have their access restricted to office hours only.
- Any unnecessary after hour's response required of our personal will incur a response fee of \$20.00, payable immediately.

Important Things to Remember-

- Do not follow another tenant through the gate! This will most likely set the gate off track. There is a traffic sensor in the pavement which can cause the gate to remain open while a vehicle is in close proximity to the gate. You must still use your codes to enter or exit the premises, regardless of weather the gate is open or not.
- Barring circumstances beyond our control, the gate will always be in operation. In the event of such circumstances, however, the problem will be corrected as soon as possible.

Mall Mini Storage North/ South
North Office (205) 759-5427
South Office (205) 759-2000

Payments can be made online at:
(a valid email address is required for this service)

www.mallministorage.com

You can view our website to make your monthly payments with a debit or credit card. Use your 4 digit gate code as the log in password.