

STORAGE LOT RENTAL CHECKLIST

On Post Residents: \$28.00 Monthly

- Government Issued Photo ID (CAC, Military ID, Driver's License or State ID)
- Title, Current Registration, or Bill of Sale (Bill of Sale can only be use for 10 business days)
- Arts and Crafts Registration Form
- 1 Page On Post Lease Agreement (pg. 23)
- Profile View Photo of Item
- Auto Debit Form (optional)

*Name on ID, Proof of Ownership, Registration Form and Lease Agreement must match to create the rental. If they do not a Power of Attorney or notarized statement from the person listed on the Title or Registration must also be provided. This is does not exclude persons not listed on the Title or Registration form from making payments or being listed as a point of contact on the rental. All documents must be provided to create a rental.

Off Post Residents: \$35.00 Monthly

- Government Issued Photo ID (CAC, Military ID, Driver's License or State ID)
- Title, Current Registration, or Bill of Sale (Bill of Sale can only be use for 10 business days)
- Arts and Crafts Registration Form
- Profile View Photo of Item
- Auto Debit Form (optional)

*Name on ID, Proof of Ownership, Registration Form and Lease Agreement must match to create the rental. If they do not a Power of Attorney or notarized statement from the person listed on the Title or Registration must also be provided. This is does not exclude persons not listed on the Title or Registration form from making payments or being listed as a point of contact on the rental. All documents must be provided to create a rental.

If you wish to email any or all documents, all documents must be emailed prior to the creation of the rental. Emails may be sent to:

kayla.j.holmes3.naf@army.mil

or

patricia.d.eldridge3.naf@army.mil

Hours: Wednesday-Friday 0900-1630. All storage lot new rentals 1600 will be processed the next business day.

All payments are due the 1st of each month, all payments processed after the 10th of each month will incur a late fee. Rentals returned prior to the 10th of the month will not be charged for that month.