



**AUTHORIZATION FOR STORAGE OF PERSONAL ITEMS  
WITHIN THE COMMON AREA**

The undersigned represents that he/she has received authorization to store items within the fenced areas of the garage for building \_\_\_\_\_, and understands that Villa Balboa Community Association, its insurer, Action Property Management, and their agents are in no way responsible for the safety and condition of the personal items stored within the authorized storage area. The undersigned also agrees to abide by the storage cage rules (listed below), and acknowledges that any item that does not comply with the Rules, will be disposed of without further notification (other than, listed below).

It is agreed by the signature below, that use of this storage area is at the sole risk of the property owner. The Association will attempt to provide a combination lock to aid in the security of the stored items. The combination of the lock will be made available to all residents who have received authorization to utilize the storage area. This combination will be released by the Maintenance Supervisor, Board of Directors and the Management Company only to persons within their employ, and owners storing goods within the area. The confidentiality of the combination will be at the discretion of the using residents. The Board of Directors and the Management Company reserve this right to change the combination from time to time, with proper advance notice being given to the authorized residents to further enhance the security of stored goods.

It is understood that the Association's insurance policy does not cover any personal belongings of any resident of the Association. Insurance coverage for such goods must be obtained by the resident, if desired.

DO'S:

1. Label each item. Name, unit number, date.
2. Seal each box or container with tape or lock.
3. Refrigerators or chests must be locked or sealed (child proof).
4. Maintain aisle clearance and access to neighbors' material.
5. Dust covers should be non-flammable clear plastic (not cotton) sheet.
6. LOCK THE GATE WHEN LEAVING.

NOT PERMITTED:

1. FLAMMABLE LIQUIDS OR HAZARDOUS MATERIALS.
2. Empty cardboard boxes, either flattened or expanded.
3. Carpeting or area rugs.
4. Upholstered couches or chairs.
5. Mattresses or box springs (unless in sealed boxes).
6. Drapes or fabric materials (unless sealed in boxes).
7. Any other materials not allowed by the Fire Department
8. Stacking material any closer than 18 inches below the overhead sprinklers.
9. Recommend against any valuable equipment that can be readily carried away.
10. Non residents not permitted to use storage.

Violation will be red-tagged, noted on the nearest bulletin board and disposed of within ten (10) days, unless corrected.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date