

## **WELCOME TO THE SOUTHWEST SELF STORAGE**

We are practicing safe distancing per the CDC's guidelines to help mitigate the spread of COVID-19 Virus. As such we are limiting the number of people into our office at this time. Please read our Posting from the CDC before entering our Lobby. If you are not diagnosed with and not experiencing any symptoms of COVID-19, we will allow people into the Lobby as follows:

Only One (1) Person in our Lobby at a time.

We encourage existing clients to make Payments by mail, over the phone or through our mail slot at this time.

If you need to see us for anything other than a payment, please call for an appointment at 520-884-8484.

**OVER THE PHONE PAYMENTS:** Phone Payments via a credit or debit card.

**PAYMENT BY CHECK / MONEY ORDER:** Check payments can be made by mail or through our drop slot; either way kindly remember to put your Building Letter and Unit Number on the Memo Line of the Check.

**CASH PAYMENTS:** Cash Payments can be made during our Office Operation Hours by following our 1-Person in our Lobby at a time direction as well as following the CDC Guidelines for Social Distancing.

**DEFAULT PAYMENTS:** Default Payments can be made just as Cash Payments. Default Payments during this COVID 19 Virus can also be made by Credit Card as follows:

The Cardholder is present. The Manager is present. The Card is a Chipped Card and the Chip is functional. Only the Cardholder will enter the Lobby following our 1-Person at a time direction. The Card can be processed for the amount owed via the Chip Technology. The Receipt is Signed by Cardholder and passed back to Manager through the Mail Slot.

If you do not know your balance and need this information, kindly call us at 520-884-8484 in advance of making your payment or entering our Lobby, so we may better assist you.

If you wish to inquire about a New Rental, please do call us at 520-884-8484, so we can better assist you with your inquiry.

We at SOUTHWEST SELF STORAGE greatly appreciate your patronage and will continue to do our best to help you and your storage needs. Please follow the common sense guidelines from the CDC, as listed in the posting.

Thank You,

SOUTHWEST SELF STORAGE

520-884-8484