

Vehicle Storage Rules & Procedures

1. **A deposit is required to hold your reservation.** Deposit amount is your first month rent. Reservations are held until December 31.
2. **5-month minimum required storage season. Auto Pay/ACH must be set up to pay month to month. If you choose to not set up Auto Pay/ACH, 5 months must be paid in full prior to drop off.**
3. Drop off, Pick up and Visiting is by **appointment only**.
4. **All paperwork will be electronically sent prior to pick up and drop off. Paperwork must be completed and received by Wampum Underground no later than the morning of appointment or we will be forced to cancel your appointment. If you have scheduled an appointment and have not received your electronic paperwork at least 24 hours before your appointment, contact Wampum Underground immediately.** You do not need to print/bring the paperwork with you.



*Note: E-Sign will come from: no_reply@esignature and will say ACTION REQUIRED.

- If you do not see this in your inbox, check your spam/junk. You will have to move the E-Sign document to your inbox to complete.
 - Click on "Click Here to Electronically Sign Your Lease".
 - Scroll to the bottom and click the box to accept terms.
 - Sign electronically in the box.
 - Click "Submit Signed Document".
 - You will receive an email confirmation and a copy of your signed lease.
5. **You will receive a vehicle location email when you pick up your vehicle for the season.** This information needs to be placed in the window of your pick up vehicle for our guys to see. You may print or handwrite the information.
 6. **If you are a new customer or existing customer with a new vehicle, your vehicle will be measured, and pricing will be adjusted as needed.** Vehicles are measured by overall length. Vehicles that will be measured: boats, travel trailers, motorhomes, and 5th wheels.
 7. Your billing date will start the day you drop your vehicle off.
 8. If you do not receive an emailed invoice, please contact Wampum Underground immediately to verify the email address.
 9. You must set up your account on our online portal. Portal access will be emailed to you.
 10. In/Out Fee will be charged if you take your vehicle in/out of storage during your stay after your initial move in.
 11. Visit Fee will be charged for visits made Monday-Friday until January 1st. Friday's after January 1st will be free until March 1st.

12. Express Fee will be charged if you need your vehicle brought in or left outside for you.
13. Service Fee will be charged if you need our guys to check on your vehicle.
14. Rush Fee will be charged if you fail to schedule drop off or pick up at least 3 business days in advance.
15. 5th Wheel Fee and Tow Dolly Fee is a 1- time charge at drop off.



16. **We recommend using some form of a desiccant.**
17. All removable fuel tanks must be removed and/or turned off before storing.
18. All batteries must be unhooked or disconnected upon parking. You must keep the main battery that operates the vehicle in the vehicle. You may take an auxiliary battery to charge.
19. All vehicle license/registration/insurance must be maintained current and up to date.
20. Smoking within the mine is prohibited at all times.
21. The premises shall not be used for the storage of any gasoline or other fuel, oil, grease or other lubricant, tires or batteries, or any other accessories except for such gas, oil, grease, or other lubricant as may be contained in the operation parts of the vehicle stored. Gas tanks must have less than ½ tank of fuel.
22. All sanitary toilets and collection tanks shall be appropriately drained before storing the vehicle at the premises.
23. **A set of keys must be left for the following vehicles:** Motorhomes and Automobiles. Please bring an extra set with you to give to the guys before you park. The only keys needed are ignition, door and battery compartment. Please do not leave extra keys on the key ring.
24. **We reserve the right to move your unit at any time.** Do not lock hitches (boats, travel trailers or campers). There will be no exceptions. Failure to provide a key to a lock will result in the lock being cut off and a service fee charge for the time required to remove it.
25. We reserve the right to take pictures of our vehicle for media use.
26. Vehicles 12' 6" and under will use the South Portal and call in from the call box.
27. Vehicles above 12' 6" to 13' 6", 5th wheels and concessions will use the North Portal and call in from the call box.
28. Call or go to Customer Portal to leave a deposit in the Spring/Summer to hold your reservation for the upcoming storage season.