

# Free Self Storage Checklist



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**Vaultra Asset Management is here to help! Whether you're a seasoned owner or new to the business, here's a top line checklist to maximize your facility's potential.**

## **Market Research and Competitor Analysis:**

- Continuously monitor demand and competitors.
- Evaluate market trends and adjust strategies.

## **Legal and Regulatory Compliance:**

- Maintain all permits and licenses.
- Ensure ongoing compliance with local zoning laws.

## **Business Plan Refinement:**

- Review and update your existing business plan.
- Fine-tune goals, target market, and financial projections.

## **Facility Optimization:**

- Regularly assess your facility's location and accessibility.
- Upgrade security measures and unit amenities as needed.

## **Pricing and Contract Updates:**

- Stay competitive with pricing strategies.
- Review and update tenant agreements.

## **Security and Safety Maintenance:**

- Ensure surveillance, access control, and lighting are up-to-date.
- Regularly maintain fire safety equipment and procedures.

## **Facility Maintenance:**

- Schedule regular facility inspections and maintenance.
- Promptly address repairs and improvements.

## **Customer Service Excellence**

- Maintain exceptional customer service standards.
- Offer convenient payment options and address tenant needs.

## **Marketing and Tenant Retention:**

- Continue advertising and marketing efforts.
- Leverage online platforms and social media for promotion.
- Enhance tenant retention programs.

## **Financial Management:**

- Keep accurate financial records and reports.
- Regularly monitor expenses and revenues.
- Adjust pricing or strategies based on performance.

## **Insurance Coverage Review:**

- Periodically review and update insurance coverage.
- Ensure tenants are informed about insurance responsibilities

## **Community Engagement:**

- Maintain involvement with the local community
- Uphold a positive reputation as a responsible neighbour.

## **Technology and Software Integration:**

- Keep up with management software for efficiency.
- Continuously use technology for security and access control.

## **Staffing and Training:**

- Provide ongoing training for staff in customer service and security.
- Ensure your team is well-prepared to handle tenant needs.

## **Expansion and Growth Exploration:**

- Explore opportunities for facility expansion or acquisition.
- Stay open to growth possibilities within your current market.

## **Feedback and Continuous Improvement:**

- Collect and act on tenant feedback for ongoing improvements.
- Stay updated with industry trends and best practices.

## **Emergency Preparedness:**

- Maintain a clear plan for emergencies and conduct regular drills.
- Ensure your facility is well-prepared for an unexpected situations.

## **Environmental Responsibility:**

- Implement eco-friendly practices where possible.
  - Promote recycling and energy efficiency within your facility.
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## **Contact Prakash Today:**

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