

# Free Self Storage Checklist



Third Party Management

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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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