

TSSA Forms Software Release Notes – Version 1.20

Dear TSSA Forms Software User:

As a result of the changes to the self-storage lien law, effective January 1, 2012, TSSA has revised its **standardized rental agreement**, as well as the **vehicle/trailer/boat rental agreement**, and these four official forms:

- Notice of Claim
- Notice of Public Sale
- Change of Address, Telephone, Email or Other Tenant Information
- Tenant Information Sheet (both Individual and Business)

NOTICE OF CLAIM TO TENANTS VIA EMAIL

PLEASE NOTE: One of the important effects of the new law will be your ability to send certain notices to tenants via email, IF an email is provided by the tenant and IF your lease states, in conspicuous type, that notices may be sent via email. You may begin using the new TSSA lease immediately and update your existing customers by sending them new leases. Tenants do NOT have to sign and return the lease in order for it to take effect. **However, you may not begin sending out the Notice of Claim to tenants via email until January 1, 2012, and then ONLY if you have executed a new lease with the tenant or modified your existing lease AND have an email provided by the tenant.**

SAMPLE LETTERS: NOTIFYING YOUR TENANTS OF CHANGES

In this new version of the program are three sample cover letters you can use to notify tenants of your switch to the updated TSSA lease or to modify special provisions of your existing leases. (TSSA strongly recommends you read the instructions found in this month's TSSA [Legal Update](#) newsletter.) These sample letters are found in the program under the Forms section, in a new drop-down menu item called "Sample Letters to Tenant."

MORE FORMS CHANGING; SPANISH TRANSLATIONS TEMPORARILY UNAVAILABLE

A number of other TSSA forms will be updated in the next few weeks. Many of them are being modified to address the procedural change regarding email. Also, new Spanish translations of the revised forms are being incorporated into the program, and will temporarily be grayed out in the program until later this month. As soon as all revisions to forms have been incorporated, another release notice will be sent to you.

Texas Self Storage Association, Inc.

info@txssa.org

888-259-4902