

## Application for Mailbox Rental

This agreement made (date) \_\_\_\_\_ by and between \_\_\_\_\_, hereinafter referred to as "applicant" and Parcel Room, hereinafter referred to as "Parcel Room", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS form 1583, a copy of which will be made available by the United States Postal Service, Applicant appoints Parcel Room as the agent for the recipient for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least each month or make other suitable arrangements, in advance, with the Parcel Room. Should Applicant appoint another person or organization, Parcel Room shall assume that possession of a key is evidence of authority to collect mail.
2. The key loaned to Applicant shall require a refundable cash deposit, and remains the property of the Parcel Room and shall not be duplicated or modified by Applicant. The key deposit shall be refunded upon return of the key within ten (10) days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
3. Once Parcel Room has placed Applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and Parcel Room shall not be responsible for loss, theft, or damage. Parcel Room is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service to deliver mail, or to deliver it in a timely fashion or an undamaged condition.
4. Applicant agrees to use services in accordance with Parcel Rooms rules and in compliance with the U.S. Postal regulations, as well as local, state, and federal statutes and regulations. Failure to do so may result in cancellation of service, without notice, refund, or mail forwarding.
5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement or postal operation purposes, in which case Parcel Room intends to cooperate fully. Law enforcement is further clarified in include all city, county, state or federal agencies or their representatives.
6. Mail will not be accepted for more than three (3) persons or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification. If Applicant consistently receives substantially more mail than can be placed in a single lockbox, Parcel Room reserves the right to require Applicant to rent a larger size box or one or more additional boxes. Charges for service are based upon average daily volume and activity. Special circumstances, for example, a high number of parcels, may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by a common carrier only, that truck line deliveries will not be made, that parcels will be retrieved within twenty-four (24) hours after delivery, and that no hazardous or dangerous materials will be delivered to Applicant. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.
7. Applicant agrees to protect, indemnify, and hold Parcel Room harmless from and against any and all claims, demands, and causes of action any nature whatsoever relative to the use of Parcel Room facilities or services.
8. Should Parcel Room commit or fail to commit any act that results in disruption of service and Applicant thereby suffers a loss, Parcel Room's liability shall be limited to not more than the rental fees paid by Applicant for services not yet received. Parcel Room shall not be liable for incidental or consequential damages.
9. Per USPS regulations, Certified, Registered, Insured, or C.O.D. mail or parcels will be accepted by Parcel Room on the behalf of the Applicant. Full advance payment of C.O.D. charges must be made the Parcel Room prior to acceptance of C.O.D. packages.
10. Parcel Room fees are due and payable in advance and notice thereof will be placed in Applicant's lockbox. No other notice will be required. Failure to pay such fees when they are due may result in disruption or cancellation of services. Parcel Room does not prorate fees and does not provide refunds in the event of cancellation by Applicant.
11. Applicant shall use only the address designation "PMB" or "#" to designate their address. **NO OTHER DESIGNATION IS VALID.** Specifically excluded is the use of words such as, suite, apt., dept., or other designators. The U.S. Postal Service may refuse to deliver any piece of mail that does not include PMB or # sign designation. Applicant is responsible for notifying correspondents of the above address. The address is to be used by Applicant for the purpose of receiving mail is as follows:

Applicant's name or Business name  
PMB # \_\_\_\_\_ or # \_\_\_\_\_

12. Upon termination of services by Parcel Room, or failure to pay rent in advance by Applicant, Parcel Room shall not make Applicant's mail available without payment theretofore. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, Applicant, if he wishes to have mail forwarded after that date, shall provide Parcel Room with a forwarding address and pay the required fees. In the event Applicant fails to do this, Parcel Room shall refuse any and all further mail and, in the case of mail already received, handle such mail in accordance with the USPS DMM D042.2.6 regulations.

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Applicant

### Termination Addendum

At termination of service, I hereby instruct Parcel Room as follows:

- \_\_\_\_\_ Forward my mail to a new address in consideration thereof, I place \$\_\_\_\_\_ on deposit to be used for this purpose.  
\_\_\_\_\_ Do not forward my mail. I understand that mail will not be forwarded and may be disposed of.