Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_

Phones RES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BUS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names Entitle to Receive Mail (Max 4 Including Mail Box Applicant, Must provide required 2 forms of id for all listed to receive the mails except for minors)**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

Rental Period to start\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To end\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Box Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intial Payments

Mail box rental $\_\_\_\_\_\_\_\_\_\_\_

Set Up Fees $\_\_\_\_\_\_\_\_\_\_\_

Additonal Key $\_\_\_\_\_\_\_\_\_\_\_

Others $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total $\_\_\_\_\_\_\_\_\_\_\_

Mail Box Rental Agreement

This Agreement made (date) \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ By and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred as “Applicant”, and Post Masters Plus hereinafter referred as “PM+”, Shall be governed by terms to which each parties agrees:

1. By completing this form and the USPS 1583, Applicant appoints Post Masters plus, hereafter referred as a PM+, as Agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. PM+ will provide a key to a mailbox from which Applicant may obtain his or her mail. Access to Applicant's mailbox will be provided during business hours posted by PM+ except in the case of boxes which are accessible 24 hours per day and for which Applicant has paid an additional fee. Should Applicant appoint another person or organization to collect mail from PM+ premises, Applicant shall be responsible for the conduct of such person or organization. PM+ shall assume that possession of a key is evidence of authority to collect mail.

2. Applicant agrees to disclose his/her home address or place of residence on USPS Form 1583 at time of rental and agrees to provide PM+ written notice of subsequent changes in home address. The original of USPS Form 1583 will be sent to the USPS and a copy kept on file at PM+. This form must, by law, be made available on demand to the Department of Consumer Affairs, IRS or to any law enforcement agency requesting information on a particular box holder. All information provided by Applicant is confidential and will not knowingly be disclosed except as provided by law.

3. Applicant acknowledges that use of a private mailbox receiving service for commercial purposes requires the user to comply with all applicable laws prohibiting unfair competition and false advertising, specifically in California Section 17538.5, 17200 and 17500 of the Business and Professions Code. Violation of these laws may result in criminal or civil penalties or both. Applicant also agrees to abide by PM+ and USPS rules and regulations. Failure to do so may result in cancellation of service without notice.

4. The key loaned to Applicant remains the property of PM+ and shall not be duplicated or modified by Applicant. If applicable, Applicant shall be refunded the key deposit upon return of key, within ten(10) days of termination of service.

5. Applicant understands that the relationship of the parties hereto is one of bailment and not of landlord and tenant.

6. Once PM+ has placed Applicant's mail in the assigned mailbox, the mail shall be deemed to have been delivered to Applicant, and PM+ shall not be responsible for loss, theft or damage thereto. PM+ cannot be responsible for the failure of United States

Postal Service to deliver mail or to deliver mail in a timely fashion or undamaged condition.

7. Mail will not be accepted for more than four (4) persons or organization in a single mailbox and each must complete USPS form 1583 and provides required identifications If applicant consistently receives substantially more mail than can be placed in a single lockbox, PM+ 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.

Mail Box Rental Agreement- continue

8. Applicant agrees that parcels delivered to this address for the applicant, spouse or other mail recipients will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 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. Any parcel that may interfere with business activities of mail service shall be picked up within one hour of notification to applicant. Notification is considered complete when phone numbers listed on form 1583 are called.

9. Applicant agrees to protect, indemnify and hold harmless PM+ from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of PM+ facilities or services, and any expense of PM+ incurred in a defense against same shall be reimbursed by Applicant.

10. In the event PM+ commits or fails to commit any act which results in disruption of service to Applicant, and Applicant thereby suffers a loss, PM+ 's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Mail service shall not be liable for incidental or consequential damages.

11. PM+ fees are due and payable in advance. Failure to pay such fees when due may result in disruption or cancellation of services. Fees are not prorated nor refunds provided in the event Applicant cancels service prior to it’s agreed upon expiration

12. Applicant shall use the address designation “PMB” or “#”to designate their address. NO OTHER DESIGNATION IS VALID. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the “PMB” or “#” designation. Applicant is responsible for notifying correspondents of the below address.

13. Applicant irrevocably authorizes PM+ to act as agent for service of process to receive any legal documents that may be served. Authorization to act as agent for service of process shall continue for two years after mail receiving has been terminated. PM+ is authorized to sign for certified, registered, insured or express carrier mail or parcels. C.O.D. shipments will only be accepted if full payment is provided prior to receipt.

14. Upon termination of agreement by either PM+ or applicant or failure to pay rent in advance by applicant, PM+ shall not make applicant’s mail available without payment in full theretofore. Applicant understands that United State Postal Service will not forward of return mail without payment, and will not accept change of address. At termination of service, if applicant wishes mail forwarded after that date, shall provide PM+ with a forwarding address and pay the required fees. In the event applicant fails to do this, PM+ shall refuse any further mail and, in the case of mail already received handle such a mail in accordance woth USPS DMM 508.1.9 regulation.

Post Masters plus Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agent

Acknowledgment By Private Mailbox Service Customers

This acknowledgment is required by Section 17538.5 of the California Business and Professions Code. Any person obtaining private mailbox receiving service in the State of California must read and acknowledge receipt of the following statement, which is to be kept on file at this Commercial Mail Receiving Agency (CMRA) and will be made available, upon demand, to the Department of Consumer Affairs or any law enforcement agency conducting an investigation.

By requesting and obtaining use of a CMRA in the State of California, I acknowledge that:

1. I am obligated to disclose my actual home address or place of residence on a United States Postal Service (USPS) Form 1583 or other form as may later be developed and I further agree that I will provide prompt written notice of this CMRA of any subsequent change in my home address or place of residence.

2. By signing below, I irrevocably authorize this CMRA to act as my Agent for service of process to receive any legal documents that may be served upon me. This authorization shall continue from the date of this agreement until two years after my mail receiving service has been terminated. I understand that this CMRA will (A) place a copy of the documents or a notice that the documents were received into my mailbox or other place where I usually receive my mail, unless my mail receiving service has been terminated, and (B) send all documents by first-class mail to my home or other last known address to the CMRA.

3. I further acknowledge that I understand that use of a CMRA for commercial purposes in the State of California requires the user to comply with all applicable laws, including Section 17538.5 of the Business and Professions Code and laws prohibiting unfair competition and false advertising as set forth in Sections 17200 and 17500 of the Business and Professions Code. Violation of these laws may result in criminal and civil penalties or both. I understand that the USPS Form 1583 (that must be prepared for each CMRA customer) shall be delivered to the local United States Post Office and a copy of the form must be retained by this CMRA and made available upon demand to the Department of Consumer Affairs or any law enforcement agency conducting an investigation. I hereby agree to accept and abide by the foregoing requirements.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_