

80 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 836-6675

Box #	Size	Months	\$
	Mailbox Set Up Fee		\$
	24hr. Access fee		\$
	Other		\$
	Total		\$

Application for Mail Box Rental

This Agreement made by and between _____, hereinafter referred as “Applicant”, and Mail Box & Postal, hereinafter referred as to “Agent”, 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 to the USPS, applicant appoints Agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant agrees to use service in accordance with Agent's rules and in compliance with all USPS regulations, as well as local, state and federal statutes and regulations. Failure to do so will result in cancellation of services without notice or refund.

2. Applicant shall have the right to terminate this agreement at any time; however, it is understood that all rents once paid, are not refundable. A key deposit shall be collected from Applicant by Agent, said deposit shall be refunded upon applicants termination and return of said key on or before rent due date.

3. Applicant authorizes the Agent to receive mail and parcel by any carrier, including special service deliveries that require signature. Once Agent has placed Applicant's mail in the assigned mail box, the mail shall be deemed to have been delivered; Agent shall not be responsible for loss, theft or damage. Agent is not engaged in the delivery of mail and cannot be responsible for failure of the USPS, FedEx, UPS or any other carrier to deliver or to deliver it in timely fashion or undamaged condition. Should Applicant appoint another person or organization, Agent shall assume that possession of a key is evidence of authority to collect mail or parcels. Applicant shall use the premises for the purposes of receiving mail and other communications thought Agent ONLY. Applicant will pick up mail at least twice each month or make other suitable arrangements, mail pick up during the business hours posted by Agent.

4. Mail will not be accepted for more than three (3) persons or organizations in a single mailbox 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 mailbox, Agent shall reserve the right to require Applicant to rent a larger size box or one or more. Charges for service are based upon average daily volume and activity. High volume of mail and parcels may require assessment of additional fees, further agrees parcels delivered to this address for Applicant will be retrieved within 24 hours after delivery or subject to storage fee and that no hazardous or dangerous material will be delivered.

5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement purposes, in which case Agent intend to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives. Should Agent commit or fail to commit any act which results in disruption of service and Applicant thereby suffers a loss, Agent's liability shall be limited to not more than rental fees paid by Applicant for service not received. Agent shall not be liable for incidental or consequential damages.

6. Agent's service fees are due and payable in advance and notice therefore will be placed no later than ten (10) days before due date. Failure to pay such fees when due may result in disruption or cancellation of service, a late fee of \$5.00 will be added after the fifth day. Agent has the right to withhold Applicant's mail if said rent becomes past due and the right to terminate agreement.

7. Applicant shall use the designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. USPS may refuse to deliver any piece of mail that does not include the right designation. Applicant is responsible for notifying correspondents of below address.

Applicant's Name or Business Name

PMB _ _ _ or # _ _ _

80 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

8. Upon termination of service by Agent or failure to pay rent in advance by Applicant, Agent shall not make Applicant's mail available. Applicant understand, upon termination USPS will not forward or accept Change of Address. If such service is requested by Applicant, Applicant shall provide forwarding address and pay for required fee. In the event Applicant fails to do so, Agent shall refuse any further mail and prior received mail shall be handled by accordance with USPS DMM DO42.2.6 regulations.

Date _____

Termination Addendum

At termination of service, I hereby instruct Agent the following:

(initial) Forward my mail to new address. In consideration thereof, I place \$_____ for services requested.

(initial) Handle such mail in accordance with USPS DMM DO42.2.6 regulations.

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable postal rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. <i>(Complete a separate Form 1583 for EACH applicant. Spouses may complete and sign one Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)</i>	3. Address to Be Used for Delivery Including ZIP + 4
4. Applicant Authorizes Delivery to and in Care of <i>(Name, address, and ZIP Code of agent)</i>	5. This Authorization Is Extended to Include Restricted Delivery Mail for the Undersigned(s) <div style="border: 1px solid black; padding: 5px; text-align: center;"> AUTHORIZATION TO ACCEPT REGISTERED, CERTIFIED & SPECIAL DELIVERY MAIL. YES _____ NO _____ </div>
6. Name of Applicant 8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification. a. _____ b. _____ Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university or recognized corporate identification card; passport or alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.	7. Applicant Home Address <i>(Number, street, city, state, and ZIP Code)</i> Telephone Number () 9. Name of Firm or Corporation 10. Business Address <i>(Number, street, city, state and ZIP Code)</i> Telephone Number () 11. Kind of Business
12. If Applicant Is a Firm, Name Each Member Whose Mail Is to Be Delivered. <i>(All names listed must have verifiable identification. A guardian must list the names and ages of minors receiving mail at their delivery address.)</i>	
13. If a CORPORATION, Give Names and Addresses of Its Officers	14. If Business Name of The Address <i>(Corporation or Trade Name)</i> Has Been Registered, Give Name of County and State, and Date of Registration.
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). <i>(18 U.S.C. 1001)</i>	
15. Signature of Agent/Notary Public	16. Signature of Applicant <i>(If firm or corporation, application must be signed by officer. Show title.)</i>

Privacy Act Statement

"Privacy Act Statement: The collection of this information is authorized by 39 USC 403 and 404. This information will be used to authorize the delivery of the intended addressee's mail to another. The Postal Service may disclose this information to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain or provide information relevant to an agency decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; and for the purpose of identifying an address as an address of an agent to whom mail is delivered on the behalf of other persons. Information concerning an individual who has filed an appropriate protected court order with the postmaster will not be disclosed in any of the above circumstances except pursuant to the order of a court of competent jurisdiction. Completion of this form is voluntary; however, without the information, the mail will be withheld from delivery to the agent and delivered to the addressee, or, if the address of the addressee is that of the agent, returned to the sender."

Mailbox Application Instructions

Thank you for downloading the USPS 1583 Form: Application for Delivery of Mail Through Agent. By completing the USPS 1583 form you will be authorizing Mail Box & Postal to act as your mail-receiving agent. **Page 1** is the mailbox rental agreement, **Page 2** is USPS 1583 form, **Page 3** is the Privacy Act Statement, **Page 4** is Mail Forwarding Request if applicable, and credit card authorization, if this is how you want to make a payment for the mailbox rental and mail forwarding, **Page 5** has the prices for rental of different mailbox sizes and length of time.

After you fill out the application, you can:

1. Bring it in to any of our location, along with two (2) valid forms of ID (see item 8 on the instruction form for all valid forms of ID's)
2. Or, if you are from out-of-town, out-of-state or overseas just mail it to: Mail Box & Postal, 280 W. Sierra Madre Blvd., Sierra Madre, CA 91024, USA along with two (2) "Notarized" valid ID's (see item 8 on the instruction for all valid forms of ID's), "Notarized" USPS 1583 Form, AND your payment (check, money order, cashiers check or credit card authorization form) for the total amount. Once your application is received, we shall issue you a mailbox number and if required a key for your mailbox. You may start to use your new address as soon as you receive the mailbox number from our office. If any questions, please feel free to call or email us, info@mailboxandpostal.com

How To Fill Out The USPS 1583Form

Item 1: Today's date

Item 2: Recipient's name(s) (individual, spouse, child), up to three (3) names. Over three names, including Business name, there will be additional charge. If Recipients **are not** family members (i.e. spouse, child under 18 years of age) separate completed application is required. ID's for all additional recipients ARE required as well.

Item 3: LEAVE BLANK/DO NOT ENTER ANYTHING

Item 4: LEAVE BLANK/DO NOT ENTER ANYTHING

Item 5: Place your initials for "YES" or "NO" authorizing us to accept special delivery on your behalf.

Item 6: Applicants name (the person filling the application and submitting ID's)

Item 7: Applicants Actual home address and phone number (must reflect on ID's)

Item 8: Identifications. Please read carefully on application for all valid forms of ID's.

Item 9. If you are renting this box for business use, then enter legal name of your business

Item 10. Actual business address. If home-based business, then enter your actual home address and phone number.

Item 11. If you are renting this box for business use, then enter the type of business

Item 12. If you are renting this box for business use, then enter all additional recipients (See Mailbox Fees Page for restrictions). ID's for all additional recipients ARE required as well.

Item 13. If business is corporation, then list all officers of the corporation.

Item 14. If business use and if business is registered, enter information on this line as requested.

Item 15. LEAVE BLANK/DO NOT ENTER ANYTHING

Item 16. Signature of Applicant. If applicant is NOT hand delivering the application to our location, then applicant's signature must be notarized.



www.mailboxandpostal.com

80 W. Sierra Madre Blvd., Sierra Madre, CA 91024

Phone (626) 836-6675 Fax (626) 836-6688

Request of Mail Forwarding

How Often: ____ Weekly ____ Bi-weekly ____ Monthly

STARTING DATE _____

Forwarding Address:

Contact Info:

Tele. _____
Fax _____
Email _____
Other _____

The fees for mail forwarding are as follows: \$5.00 each time of mailing plus packaging (i.e. envelope, box or padded mailer) and the postage/shipping service of your choice. Mail forwarding fees must be prepaid or charged to credit card on file.

If funds are to be prepaid, please mail your check or money order to:

Mail Box & Postal 80 W. Sierra Madre Blvd., Sierra Madre, CA 91024

Credit Card Authorization

I authorize Mail Box & Postal to charge my credit card for all services and transactions for which I agreed upon in this contract.

Credit Card # _____

Expiration Date _____ Zip Code of billing address _____

Type of Card: Visa _____ Master Card _____ American Express _____

V code # _____ (last 3 or 4 digits located on the back of card)

AMEX security code _____ (4 digits on the right above card numbers)

Customer Signature _____

Print Name as it appears on the card _____

Please note that your mail will be forwarded upon credit card authorization.

FAX THIS FORM AND MAIL THE ORIGINAL TO:

MAIL BOX & POSTAL 80 W. Sierra Madre Blvd., Sierra Madre, CA 91024, FAX: (626) 836-6675

For assistance or questions, please call any of our centers or Email:

info@mailboxandpostal.com



www.mailboxandpostal.com

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Phone (626) 836-6675 Fax (626) 836-6688
Email: info@mailboxandpostal.com

SMALL MAILBOX

3 months	\$45
6 months	\$72
12 months	\$120

MEDIUM MAILBOX

3 months	\$60
6 months	\$102
12 months	\$180

LARGE MAILBOX

3 months	\$75
6 months	\$132
12 months	\$240

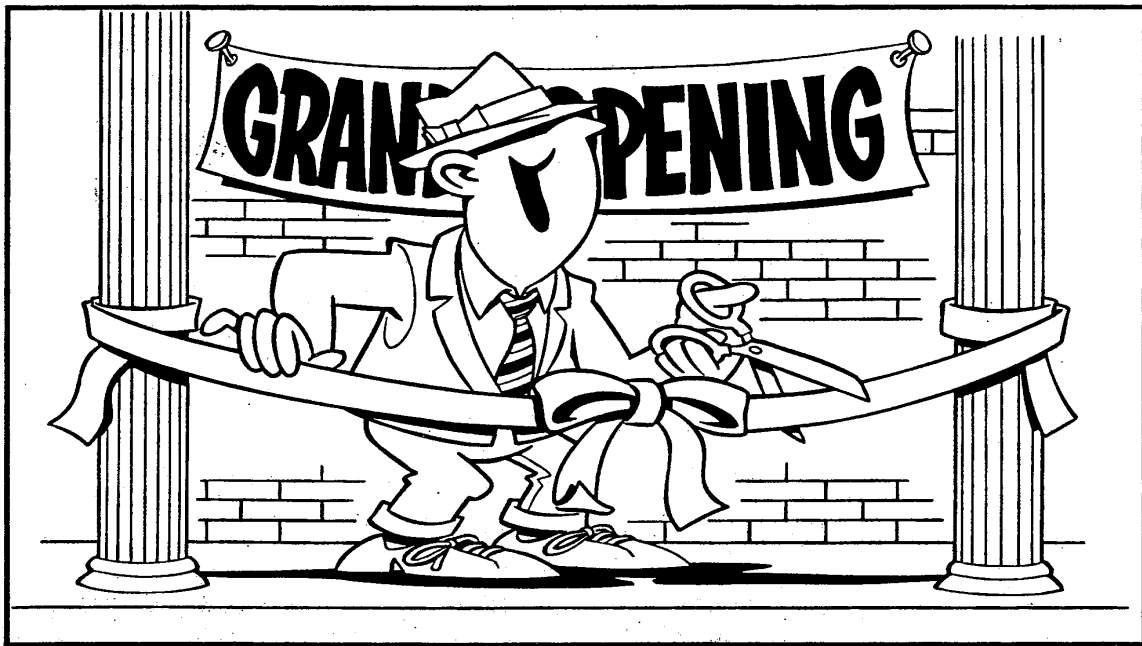
NEW CUSTOMERS ONLY:

In addition to your mailbox rent, please add \$10 for a one-time setup fee.

* Mailbox size and/or price are subject to change based on volume of mail.

STARTING A NEW BUSINESS?

“ WE CAN HELP ”



File Your DBA Here!
(Fictitious Business Name Filing)

- BUSINESS CARDS
- BUSINESS STATIONARY
- COMMERCIAL ADDRESS
- COPY & FAX SERVICE
- HIGH VOLUME MAIL
- EXPRESS DELIVERY SERVICE

*“LET US BE YOUR OFFICE
AWAY FROM YOUR HOME OR OFFICE”*

**MAIL
BOX** & POSTAL

www.mailboxandpostal.com