

Security Storage Center
 2121 Drew Dix Dr. Pueblo, CO 81001
 Phone: (719)542-4590
 Fax: (719)542-2311
 e-mail: info@securitystoragecenter.com
 Website: www.securitystoragecenter.com

APPLICATION FOR MAILBOX RENTAL

Customer Information

Name: _____

Business: _____

Address: _____

City: _____ State: _____ ZIP: _____

Business Telephone: () _____ Home Phone: () _____

Fax: () _____ Cell Phone: () _____

E-mail Address: _____

Mailbox #	Mailbox Size:	Monthly Rent:
-----------	---------------	---------------

Mailbox Agreement & Terms of Use

This Agreement made (date) _____ by and between _____, hereinafter referred to as "Applicant", and **Security Storage Center**, hereinafter referred to as "**Mail Service**", shall be governed by these terms to which both parties agree:

1. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, appoints Mail Service as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each week or make other suitable arrangements, in advance, with Mail Service. Mail Service will provide a mailbox key to applicant who may obtain mail from the applicants designated mailbox. Should applicant appoint another person or organization to retrieve mail, Mail Service shall assume that possession of a key is evidence of authority to collect mail.
2. Applicant agrees to pay an initial set-up fee of \$10.00, which includes a mailbox key fee and other fees associated with initiating a new mailbox rental. Keys remain the property of Mail Service and shall not be duplicated or modified by applicant. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
3. Applicant agrees to use services in accordance with Mail Service rules and in compliance with all 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.
4. Information provided by applicant and U.S.P.S. Form 1583 will be kept confidential and will not knowingly be disclosed without applicant's consent, except for law enforcement or postal operation purposes, in which case Mail Service intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
5. Once Mail Service has placed applicant's mail in the assigned mailbox, the mail shall be deemed to have been delivered, and Mail Service shall not be responsible for loss or theft or damage. Mail Service 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 undamaged condition.
6. Our service fees are all due and payable in advance, quarterly. No prorating is available and no refund paid for cancellation of service. Accounts are delinquent after due date and mail will be held pending payment. There will be a late fee of \$1.00 per day if payment is not received within 5 days of due date. Services will be terminated 15 days after due date.

7. 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, Mail Service reserves the right to require applicant to rent a larger size mailbox or one or more additional mailboxes. Charges for service are based upon average daily volume and activity. Special circumstances, e.g. high number of parcels, etc. 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 common carrier only, that no truck line deliveries will be made without prior consent and that parcels will be retrieved within 24 hours after delivery, and that no hazardous or dangerous material will be delivered to applicant. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.

8. Applicant agrees to protect, indemnify and hold harmless Mail Service from and against any and all claims, demands and causes of action in any nature whatsoever relative to use of Mail Service or services.

9. SHOULD MAIL SERVICE COMMIT OR FAIL TO COMMIT ANY ACT THAT RESULTS IN DISRUPTION OF SERVICE AND APPLICANT THEREBY SUFFERS A LOSS, MAIL SERVICE'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.
Initial: _____

10. Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels will be accepted by Mail Service on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to Mail Service prior to acceptance of C.O.D. packages.

11. Mail Service fees are due and payable in advance and notice thereof will be placed in applicants mailbox. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Mail Service does not prorate fees and does not provide refunds in the event of cancellation by applicant.

12. Applicant shall use only the address designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of suite, apt., dept., or other designators. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. The Address to be used for the purpose of receiving mail is as follows:

Applicant's Name or Business Name
2121 Drew Dix Dr., PMB # _____ or # _____
Pueblo, CO 81001

13. Upon termination of services by Mail Service or failure to pay rent in advance by applicant, Mail Service 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 mail forwarded after that date, shall provide Mail Service with a forwarding address and pay the required fees. In the event applicant fails to do this, Mail Service shall refuse any further mail and, in the case of mail already received handle such mail in accordance with USPS DMM D042.2.6 regulations.

Agent for Mail Service

Applicant

Termination Addendum

At termination of service, I hereby instruct Mail Service as follows:

_____, forward my mail to new address provided. In consideration thereof, I place \$ _____ on deposit to be used for this purpose.

_____, Do not forward mail. I understand that mail will not be forwarded and may be disposed of.