



# MOUNTAINSIDE MAIL

## MAILBOX RENTAL AGREEMENT

Box # \_\_\_\_\_

### CUSTOMER INFORMATION

last name \_\_\_\_\_ first name \_\_\_\_\_

last name \_\_\_\_\_ first name \_\_\_\_\_

last name \_\_\_\_\_ first name \_\_\_\_\_

business name \_\_\_\_\_

physical address \_\_\_\_\_

city/state \_\_\_\_\_ zip \_\_\_\_\_

best contact phone \_\_\_\_\_ best contact email \_\_\_\_\_

### Package notifications

email \_\_\_\_\_

text \_\_\_\_\_

By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, you appoint Mountainside Mail as a licensed mail service agent for the receipt of your mail and parcels. Mountainside Mail is an independent company that is not affiliated or contracted with the United States Postal Service, however, works with USPS to ensure the compliance of all postal regulations and requirements. Identification and completed USPS Form 1583 is required for every adult listed on the mailbox who may receive mail.

All information gathered by Mountainside Mail regarding your account will be treated as strictly confidential and will be disclosed only for law enforcement purposes or upon request by postal inspector.

Mountainside Mail required payment before date of renewal. If mailbox fee is not paid by this date a \$5.00 late fee will be charged, and mail will be held until payment is received. After 10 days of nonpayment, your mail will be returned to the sender according to postal regulations and your mailbox will be terminated. Additionally, you may incur a handling charge to cover our processing costs. Closed mailboxes become available for re-assignment to new customers immediately.

If you choose to discontinue your service with Mountainside Mail, a Change of Address Form must be completed 7 days prior to your renewal date. We offer 6 months of complimentary mail forwarding after your account has been closed. However, please be advised that USPS only forwards First Class mail, therefore all magazines, presorted standard, and non-profit mailings are not eligible for forwarding and will be recycled.

You agree to use a Mountainside Mail rental mailbox only for lawful purposes and in conformity with all applicable federal, state, and local laws and regulations.

You agree to protect, indemnify, and hold harmless Mountainside Mail from and against any and all claims, demands, and causes arising from use of their mailbox, including failure of USPS to deliver mail/parcels on-time. Mountainside Mail will take all reasonable steps to provide security of your mail/parcels, however, Mountainside Mail is not responsible for any damaged or lost items.

For inside and outside customers, any packages or additional mail (per 12"x15" bag separate from your mailbox) held for more than 7 days will each be charged a \$0.50/day storage fee. Any packages too large to reasonably fit on our shelves held for more than 7 days will each be charged a \$1.00/day storage fee. Charges will be due upon pick-up.

For scanning customers, any packages or additional mail (per 12"x15" bag separate from your file) held for more than 30 days will each be charged a \$0.50/day storage fee. Any packages too large to reasonably fit on our shelves held for more than 7 days will each be charged a \$1.00/day storage fee. Charges will be put on your account on a monthly basis, or upon pick-up.

Signature

Date

