



Postal Mail Box Agreement

Box # _____ Start Date: _____ End Date: _____
Credit Application Received _____ Photo ID Copy Received _____
Key Deposit Received _____ USPS Form 1583 Received _____

This Agreement made by and between _____ hereinafter referred as Applicant”, and Lynch Business Center, 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, refund or mail forwarding.
- 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. Mailbox key shall not be duplicated by the applicant, and a fee shall be charged if original loaned key is not returned.
- 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 through Agent ONLY. Applicant will pick up mail at least twice each month or make other suitable arrangements.
- 4. Mail will not be accepted for more than one (1) person or organization in a single mailbox. Additional monthly fee shall apply for extra person or organization names. Person or organization names may be changed on quarterly billing cycle. If Applicant consistently receives substantially more mail or parcels than can be placed in a single mailbox, Agent shall reserve the right to charge Applicant an additional monthly fee. 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 thirty (30) days before next due date. Failure to pay such fees when due may result in disruption or cancellation of service, a late fee of \$25.00 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 address as follows 1700 Eureka Road, Suite 155 - "mail box #" Roseville, CA 95661 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
1700 Eureka Road, Suite 155 – Box # _____
Roseville, CA 95661

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 understands, upon termination USPS will not forward or accept a 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. 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) Agent will handle such mail in accordance with USPS DMM DO42.2.6 regulations.

Tenant Signature _____ Landlord Signature _____ Date _____