

Account Number
(For The Postal Depot use only)

THE POSTAL DEPOT

Mailbox Application and Rental Agreement

Please complete all areas indicated with a star ★

★ Name: _____
★ Address: _____
★ City: _____ State: _____ Zip Code: _____
★ Phone Number: _____
★ Email Address: _____

★ Date: _____

List up to two additional names authorized to receive mail at this mailbox (use the lines below).

★ _____
★ _____

★ Credit Card and Number: _____ Expiration Date: _____

Accounts exceeding 30 days past due are subject to direct charge to the above numbered credit card.

Key Lock Service: _____ Months for \$ _____ Refundable Key Deposit: _____ _____ Sign to receive the Autopay rate*	Over The Counter Service: _____ Months for \$ _____ Yearly Resident Agent Fee: _____ _____ Sign to receive the Autopay rate*
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*The Autopay rate is for customers signing up for an automatic renewal via credit card charge.

Mail Forwarding Service: Complete for mail forwarding.

Check if mail is to be forwarded to the above address. Complete if a different mail forwarding address is desired:

Mail forwarding Frequency: **Name:** _____

Daily Bi-monthly **Address:** _____

Weekly Monthly **City:** _____ **State:** _____ **Zip Code:** _____

Call-in **Start Date:** _____ **Country:** _____ **Postal Code:** _____

TOTAL DUE: _____ **Date Paid:** _____ Check Cash Credit Card

I understand that this rental agreement is automatically renewed for the original period of time as indicated above, unless cancelled in writing by me. I have read and agree to these terms and to the Rental Agreement below.

★ _____
Customer Signature

The Postal Depot Employee Signature

Please use the following address for mail received at your mailbox. Your name or the other names authorized to receive mail at your box should be included on the address. The Postal Depot will contact you with your mailbox number.

316 California Avenue # _____
Reno, NV 89509

RENTAL AGREEMENT

MAIL RECEIVING SERVICES:

For services paid for and/or indicated on the reverse side, The Postal Depot (hereafter referred to as "agent") and tenant (Hereafter referred to as "Client") hereby agree to the following:

- A. The agent shall place in said box, all mail received by Agent, for the benefit of Client each date that mail is received from the United States Post Office.
- B. Agent shall take all reasonable steps to prevent loss of mail by theft or otherwise, but shall not be held liable for such loss.
- C. Rental fees are due within five days of your billing cycle (the 1st/15th of the month). A late charge of \$3.00 will be assessed on accounts over five days past due and every 15 days thereafter.
- D. Upon termination of service requested by Client: Client shall notify THE POSTAL DEPOT of forwarding address and accepts and agrees to the standard forwarding charges. PLEASE NOTE: NOTIFYING THE U.S. POST OFFICE BY WAY OF A CHANGE OF ADDRESS CARD WILL NOT EFFECT A CHANGE.
- E. Termination due to non-payment of account or non-change of address notification; Agent shall hold mail for a period of 30 days. If proper payment is not made or proper notification is not provided, Agent shall return mail to the U.S. Post Office and mark mail return to "sender."
- F. Client agrees that premises shall be used for purposes that comply with all local, state, federal laws and regulations.
- G. Client is aware that THE POSTAL DEPOT is a Commercial Mail Receiving Agency and the new address may not be used to establish Nevada residence or obtain a Nevada Driver's license, etc.
- H. If client cancels box before end of rental term, agent will not refund any unused rent. Mail forwarding accounts cancelled will be refunded less administrative costs.

Key locked Boxes:

1. Agent shall deliver to Client a key which will open the Client's box. The deposit noted on the reverse side is fully refundable upon Client's termination of services and return of key. The key deposit shall be refunded to the Client provided that service is cancelled before the next months box rental is due and that no other monies are due to THE POSTAL DEPOT.
2. The Agent shall provide 24-hour access to key locked mail boxes. Access to other services will be during normal business hours.

Mail Forwarding:

Forwarding (plus postage) * includes all supplies; labels and envelopes (up to 9"x12").

Mail forwarding service will continue provided sufficient deposit funds exist and mail receiving account is current.

**LONG DISTANCE CHECK IN IS AVAILABLE ON
1-800-283-6963**

Note:

Commercial accounts are described as those accounts and/or clients receiving mail addressed to a company; receiving regular U.P.S. /s Federal package delivery; or those accounts receiving more than 25 pieces of mail on a regular daily basis; or those accounts requiring THE POSTAL DEPOT to conduct regular transactions with the Clients, Tenants, Lessees and/or other business activity in behalf of the client.

TERMS OF THIS AGREEMENT AND/OR PRICES ARE SUBJECT TO CHANGE WITH 30 DAYS NOTICE