



THE POSTAL DEPOT

www.thepostaldepot.com

Date: _____ Account Number _____
(For Internal Use)

Additional Names
Up to 2 Basic - Up to 8 Premium

Personal Mailbox Application and Rental Agreement

Applicant Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Key Lock Service Access your mailbox 24/7

	Personal Basic	Personal Premium
3 months	\$70	\$100
6 months	\$125	\$175
12 months	\$215	\$310

Over-The-Counter Service Access your mail Monday-Friday 9AM-5PM

	Personal Basic	Personal Premium
3 months	\$65	\$90
6 months	\$115	\$160
12 months	\$195	\$280

_____ months \$ _____

Refundable Key Deposit \$ _____

One-time Security Fee \$ _____

Total Due \$ _____

CC CK CSH

_____ months \$ _____

Date Paid _____

Autopay: I authorize The Postal Depot to charge my credit card on file when mailbox rental or other fees are due:

_____ or N/A _____

- _____ I am renting this mailbox for personal use only.
- _____ I will notify The Postal Depot whenever changes are to be made to my account, such as adding or deleting names or updating residential/business, phone or email addresses.
- _____ I understand that The Postal Depot may close my mailbox if rent is not paid within 30 days of due date and I do not respond to The Postal Depot's attempts to contact me regarding payments due.
- _____ If I choose "Basic" mailbox service, I understand that The Postal Depot will charge \$10 per month overflow/storage fee when the amount of mail exceeds the volume of my mailbox and The Postal Depot must store it in a separate location.
- _____ If I choose "Basic" mailbox service, I understand that The Postal Depot will charge \$2 per day per package storage fee for packages that remain unclaimed by me or my agent past the six business days of included "Basic" storage service.
- _____ If I choose "Basic" mailbox service, I understand that The Postal Depot will charge \$10 per month service fee if I ask The Postal Depot to deposit only first class mail in my mailbox and destroy/recycle any other mail that comes for me ("Red Folder Service").
- _____ When I am ready to close my mailbox, I will contact The Postal Depot in writing prior to my mailbox renewal date to request that my mailbox be closed.
- _____ I have read and agree to all terms of this Personal Mailbox Application and Rental Agreement.

Applicant Signature

Print Customer Name

Postal Depot Representative Signature

316 California Avenue # _____

Reno, NV 89509

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. **Client agrees that premise shall be used for purposes that comply with all local, state, and federal laws and regulations.**
- B. Agent shall place in said mailbox all mail received by Agent for the benefit of Client each date that mail is received from the United States Postal Service.
- C. Agent shall take all reasonable steps to prevent loss of mail by theft or otherwise, **but shall not be held liable for such loss.**
- D. Rental fees are due within thirty (30) days of your billing cycle (the 1st or 15th of each month). A late charge will be assessed on accounts over thirty (30) days past due and every fifteen (15) days thereafter.
- E. Prior to termination of service requested by Client, Client has the responsibility of notifying senders of new address. Any mail received after termination of Client's account may be returned to sender. **PLEASE NOTE: NOTIFYING THE UNITED STATES POSTAL SERVICE BY WAY OF A CHANGE OF ADDRESS FORM WILL NOT EFFECT A CHANGE.**
- F. After termination due to non-payment of account, Agent shall hold mail for a period of thirty days. If proper payment is not made or proper notification is not provided, Agent shall return mail to the United States Postal Service and mark mail as unable to be forwarded (UTF).
- G. **Client is aware that The Postal Depot is a Commercial Mail Receiving Agency and this address may not be used to establish Nevada residency to obtain a Nevada Driver's license. Doing so is illegal.**
- H. If Client cancels mailbox before the end of the rental term, **Agent will not refund any unused rent.** Mail forwarding accounts canceled will be refunded less an admin fee of not more than \$25.00.

Key Locked Mailboxes:

1. Agent shall deliver to Client a key which will open the Client's mailbox. The five dollar deposit is fully refundable upon Client's termination of services and return of key as long as key is returned prior to the end of the current pre-paid billing period. The key deposit shall be refunded to the Client provided that service is canceled before the next month's mailbox 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 mailboxes. Access to other services will be during normal business hours.

Mail Forwarding:

Forwarding service (plus postage or shipping charges) includes all supplies, labels, tape and envelopes (up to 10"x13"). Mail forwarding service will continue provided sufficient deposit funds exist and mail receiving account is current.

Note: Business accounts are described as those accounts and/or Clients receiving mail addressed to a company; receiving regular UPS or FedEx package delivery; and/or those accounts receiving more than 5 pieces of mail on a regular daily basis; and/or those accounts requiring The Postal Depot to conduct regular transactions with the Clients, Tenants, Lessees and/or other business activity on behalf of the Client.

Terms of this agreement and/or prices are subject to change



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