

MAILBOX RENTALS

~ ANYTIME ACCESS ~

APPLICATION

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, AND 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS audit; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com.

Monthly Mailbox Rates

Small = \$20.00

Medium = \$25.00

Large = \$30.00

(Mailboxes Billed Quarterly)

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date _____

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)		3a. Address to be Used for Delivery (Include PMB or # sign.) 2833 Smith Avenue, # _____	
4. Applicant authorizes delivery to and in care of: a. Name The Postal Secretary, Inc. b. Address (No., street, apt./ste. no.) 2833 Smith Avenue, # _____ c. City Baltimore d. State MD e. ZIP + 4 21209-1426		3b. City Baltimore	3c. State MD 3d. ZIP + 4® 21209-1426
6. Name of Applicant _____		5. This authorization is extended to include restricted delivery mail for the undersigned(s): _____	
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification. a. _____ b. _____		7a. Applicant Home Address (No., street, apt./ste. no.) _____ 7b. City _____ 7c. State _____ 7d. ZIP + 4 _____ 7e. Applicant Telephone Number (Include area code) _____ 9. Name of Firm or Corporation _____ 10a. Business Address (No., street, apt./ste. no.) _____ 10b. City _____ 10c. State _____ 10d. ZIP + 4 _____ 10e. Business Telephone Number (Include area code) _____ 11. Type of Business _____	
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.) _____ _____ _____			
13. If a CORPORATION, Give Names and Addresses of Its Officers _____ _____ _____		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration. _____ _____	
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).			
15. Signature of Agent/Notary Public _____		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.) _____	

MAILBOX RENTAL AGREEMENT/REGULATIONS

(THIS IS NOT A SAFE DEPOSIT BOX)

(WE ARE NOT RESPONSIBLE FOR PRECIOUS ITEMS OR MONEY LEFT IN MAILBOX)

- a. All information provided by customer is confidential and will not be disclosed except for law enforcement purposes or in response to a subpoena or court order. [REDACTED]
- b. Mailbox fees are paid in advance quarterly. No proration is available and no refund paid for cancellation of service. Accounts are delinquent after due date and mail will be held pending payment. Services will be terminated 30 days after due date. Mail will be forwarded only if past due amount is paid and a deposit for new postage is rendered. [REDACTED]
- c. We will accept mail for a maximum of three (3) names per one mailbox, provided all are residents of the same household or associated with the same business. Form 1583 and photo ID are required for each individual receiving mail. [REDACTED]
- d. Postal regulations allow us to accept certified or registered mail. A notice (if provided) will be placed in your mailbox as well as the item accepted. [REDACTED]
- e. Postage due items will be accepted only if prior arrangements have been made and payment is provided to The Postal Secretary **in advance**. [REDACTED]
- f. Possession of a mailbox key is considered by us to be valid evidence that possessor is authorized to remove mail from the corresponding mailbox (s). Help keep your mail safe; please do not allow others to use your Key Fob. In order to receive your Key and Key Fob Deposit Refund, both Mailbox Key AND Key Fob must be returned within ten (10) business days of mailbox closure. A Refund Check will be prepared (for pick up or mailing) within five (5) business days upon receipt of both Mailbox Key AND Key Fob. [REDACTED]
- g. During the rental period, customer agrees to use the rented mailbox (or any of our other services) for lawful purposes only and in conformity with all applicable federal, state, and local laws. [REDACTED]
- h. Customer further agrees to protect, indemnify, and hold harmless The Postal Secretary (and its staff) from and against any and all claims, demands, and causes of action of any nature whatsoever, and any expense incident to defense by us of any such demand or action arising out of or in connection with customer's use or possession of a mailbox including, without limitation, all demands, claims and causes of action for personal injury or property damage arising from such use or possession, and for failure of the U.S. Postal Service to deliver on time or otherwise any item (mail, parcels, etc.); for damage to or loss of mailbox contents by any cause whatsoever, and for any violation by customer of applicable federal, state and local laws. [REDACTED]
- i. Customer understands that this is not a rental agreement that places The Postal Secretary and the box holder in a position of landlord/tenant, but is an Agreement of Bailment. [REDACTED]
- j. In the event that the relationship between the mailbox holder and The Postal Secretary terminates, the mailbox holder understands that it is the mailbox holder's responsibility to send notification of any change of address; that USPS will not forward mail from this 2833 Smith Avenue address. [REDACTED]
- k. In addition, customer agrees that upon mailbox holder's default in payment of rent or other service charges required by this agreement, The Postal Secretary may, at its option, as security for rent owed, withhold or refuse customers' mail during period of default, and should default continue, may "Return All Mail to Sender." [REDACTED]

Mailbox Rental (S-M-L) \$ _____ + \$4.00 Email Notice = \$ _____ Monthly = \$ _____
Mailbox Key Deposit (\$10.00 Refundable Upon Return - see f. above) = \$ 20.00
KeyFob/Door Deposit (\$10.00 Refundable Upon Return - see f. above) = \$ 20.00

X _____ Date: _____