

University Postal, LLC
Application for Mailbox Rental

Mailbox Number: _____

Renters Name: _____ Date: _____

Company/Firm: _____ Here after referred to as "applicant".

Current Address: _____ City: _____ State: _____

Zip code: _____ Telephone: (____) _____ Email: _____

Are other parties authorized to have access to your mailbox? Yes/No. If yes, please give full name.

1. By completing this form and the USPS Form 1583, a copy of which will be made available to the United States Postal Service, in accordance with Domestic Mail Manual Sections: D042 and F020. Applicant appoints University Postal, LLC as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Notice thereof will be placed in applicant's mailbox. No other notice will be given. Failure to pay such fees when due will result in disruption of mail service, mail being held in lieu of payment or mail being "Returned to Sender" until which time as applicant has paid in full all Mailbox fees. Applicant can not open another mailbox to avoid unpaid Mailbox fees owed University Postal, LLC. University Postal, LLC will not be held liable for any loss, damage or theft of disruption or returned mail. University Postal, LLC does not prorate fees and does not provide refunds in the event of cancellation by applicant.

2. Mailbox Rate*:\$ _____ Personal/Business mailbox? Key Deposit:\$ _____

*Mailbox rates may increase from year to year.

3. Applicant will pick up mail at least **TWICE EACH MONTH** or make other suitable arrangements, in advance, with University Postal, LLC. University Postal, LLC, will provide a lockbox key to applicant who may obtain his mail during the business hours posted by University Postal, LLC. Should applicant appoint another person or organization, University Postal, LLC shall assume that possession of a key is evidence of authority to collect mail.

4. The key loaned to applicant shall require a refundable cash deposit, and remains the property of University Postal, LLC and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key within ten(10) DAYS OF TERMINATION OF SERVICE. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.

5. Once University Postal, LLC has placed applicant's mail in the assigned mailbox, the mail shall be deemed to have been delivered, and University Postal, LLC shall not be responsible for loss, theft or damage. University Postal, LLC is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service to deliver mail or to deliver it in a timely fashion or undamaged condition.

6. Applicant agrees to use services in accordance with University Postal, LLC rules and in compliance with all United States Postal Regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notice, refund or mail forwarding.

7. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes, in which case University Postal, LLC intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.

8. Mail will not be accepted by more than two(2) persons or one(1) organizations in a single lockbox and each must have on file a completed USPS Form 1583 and two(2) forms of identification of which one(1) must be a picture I.D. Per United States Postal regulations, certified, registered and insured mail or parcels will be accepted by University Postal, LLC. University Postal, LLC, **WILL NOT ACCEPT C.O.D. MAIL OR PARCELS** as agent for the applicant unless applicant notifies, authorizes and provides in **ADVANCE** payment in full.

Initial _____

9. If applicant receives substantially more mail than can be placed in a single lockbox, University Postal, LLC reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for service are based upon average daily volume and activity. Special circumstances, e.g., high number of parcels, etc.... may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. **Applicant further agrees that all parcels will be picked up with 24 hours unless other arrangements have been made in advance of delivery, and that no hazardous or dangerous material will be delivered to applicant.** Failure to adhere to any of these parcel delivery stipulations will result in termination of service and possible legal action.

10. Applicant agrees to protect, indemnify and hold harmless University Postal, LLC from and against any and all claims, demands and causes of action any nature whatsoever relative to use of University Postal, LLC facilities or services.

11. Should University Postal, LLC commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, University Postal, LLC liability shall be limited to not more than the rental fees paid by applicant for service not yet received. University Postal, LLC shall not be liable for incidental or consequential damages.

12. Applicant shall use on the address designation "PMB" or "#" to designate their address. **NO OTHER DESIGNATION IS VALID.** Specifically excluded is the use of suite, apt., dept., or other designators. The United States Postal Service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. Applicant is responsible for notifying correspondents of the correct address.

The Address to be used by applicant for the purpose of receiving mail is as follows:

Applicant's or Business Name
PMB _____ or # _____
1718 E. Speedway Blvd
Tucson, Arizona 85719-4515

OR

Applicant's or Business Name
1718 E. Speedway Blvd, # _____ or PMB _____
Tucson, Arizona 85719-4515

13. Upon termination of services by University Postal, LLC or failure to pay rent in advance by applicant, University Postal, LLC shall not make applicant's mail available without payment theretofore. Applicant understand that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, Applicant, if he wishes mail forwarded after that date, shall provide University Postal, LLC with a forwarding address and pay the required fees. In the event applicant fails to do this, University Postal, LLC will refuse any further mail and, in the case of mail already received handle such mail in accordance with United States Postal Service regulation DMM D042.2.6

14. Applicant agrees to be responsible for forwarding all of mail at the termination of this agreement. This constitutes a **'DO NOT FORWARD'** agreement.

Agent

Applicant