



11918 SE Division St
Portland OR 97266
503-762-2130

Mailbox Rental Agreement

This agreement made this _____ day of _____, _____ by and between _____, hereinafter referred to as Applicant, and Mail Room Plus, shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, applicant appoints Mail Room Plus as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Pursuant to USPS DMM D042.6c, a copy of the USPS Form 1583 will be provided to the United States Postal Service.
2. An initial mailbox rental set up fee may be required upon opening renting a mailbox. Upon reopening a box once closed due to non-payment, the initial mailbox rental setup fee may be required.
3. A fee may be charged for rental payments not received before the mailbox rental due date.
4. Applicant will pick up mail at least once each month or make suitable arrangements, in advance, with Mail Room Plus. Mail Room Plus will provide lockbox key to applicant who may obtain his or her mail during the business hours posted by Mail Room Plus. Should applicant appoint another person or organization to pick up mail, Mail Room Plus shall assume that possession of a key is evidence of authority to collect mail. Mail Room Plus will not be obliged to hand-deliver mail to any person unless they are known or arrangements to do so has been made in advance.
5. The mailbox key, or keys, loaned to applicant shall require a refundable cash deposit, and remains the property of Mail Room Plus and shall not be duplicated or modified by applicant. The mailbox key deposit shall be refunded upon return of the key, or keys, within ten 10 days of termination of service, unless Mail Room Plus has terminated service due to non-payment of mailbox rental fees. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
6. The front-door access key or keys programmed for the applicant shall require a non-refundable fee, and remains the property of Mail Room Plus and shall not be duplicated or modified by applicant. The front-door key to be cancelled within 10 days of termination of service, unless Mail Room Plus has terminated service due to non-payment of mailbox rental fees. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
7. Once Mail Room Plus has placed applicant's, spouse's or other mail recipient's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and Mail Room Plus shall not be responsible for loss, theft or damages. Mail Room Plus is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service, or any other carrier to deliver mail or to deliver it in a timely fashion or in an undamaged condition.
8. Applicant agrees to use services in accordance with Mail Room Plus rules and in compliance with U.S. Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so shall result in cancellation of service without notice or refund.
9. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicants's prior consent, except for law enforcement purposes, in which case Mail Room Plus intends to cooperate fully with local, state and federal law enforcement agencies. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
10. If applicant consistently receives substantially more mail than can be place in a single lockbox, Mail Room Plus reserves the right to require applicant to rent a larger size or one or more additional boxes. Charges for service are based upon average daily volume and activity.
11. Mail will not be accepted for more than three (3) persons or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification.

12. Special circumstances e.g. of parcels, 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.
13. Applicant agrees that parcels delivered to this address for the applicant, spouse or other mail recipients will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 24 hours after delivery, and that no hazardous or dangerous materials will be delivered to applicant. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.
14. Applicant agrees to protect, indemnify and hold harmless Mail Room Plus from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Mail Room Plus facilities or services, and any expense incurred in a defense of same shall be reimbursed by applicant.
15. Certified, registered, insured or C.O.D. mail or parcels will be accepted by Mail Room Plus only in those cases in which applicant specifically authorized same by filling out Item 6 of USPS Form 1583 and provides full advance payment of C.O.D. charges.
16. Should Mail Room Plus commit or fail to commit any act which results in disruption of service and applicant thereby suffer a loss, Mail Room Plus liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Mail Room Plus shall not be liable for incidental or consequential damages.
17. Mail Room Plus fees are due and payable in advance and notice thereof will be placed in applicant's lockbox. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Mail Room Plus does not prorate fees and does not provide refunds in the event of cancellation by applicant.
18. Upon termination of services by Mail Room Plus or failure to pay rent in advance by applicant, Mail Room Plus shall not make applicant's mail available without payment.
19. Applicant shall use the address designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the "PMB" or "#" designation. Applicant is responsible for notifying correspondents of the below address.
20. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a change of address.
21. At termination of service, applicant if he or she wishes mail forwarded after the date, shall provide Mail Room Plus with a forwarding address and pay the required fees. In the event, applicant fails to do this, Mail Room Plus shall refuse any further mail and, in the case of mail already received, handle such mail in accordance with USPS DMM D042.26 regulations.

Agent

Applicant

TERMINATION ADDENDUM

At termination of service, Applicant hereby instructs Mail Room Plus as follows:

_____ Forward my mail to new address. Inconsideration thereof, I place \$ _____ on deposit to be used.

_____ Handle such mail in accordance with USPS DMM D042.26 regulations.

The address to be used by Applicant, spouse and other Mail recipients for the purpose of receiving mail is as Follows:

11918 SE Division St, PMB _____
Portland OR 97266-1037