

Mail Box Express

Your one-stop postal shop in the ♥ of Santa Barbara
133 East De la Guerra, Santa Barbara, CA 93101 (805) 963-3180

MAILBOX RENTALS

3 month minimum on all box rentals / Box rent due quarterly / \$10 key deposit

SMALL - Personal Box 1 or 2 names at time of rental	\$60 or 3 months \$120 for 6 months <i>*pay for 6 months and receive one month free</i> \$240 for 1 year <i>*pay for 12 months and receive two months free</i>
MEDIUM - Personal Business Box 1 or 2 owners and business name or family with same last name	\$75 for 3 months \$150 for 6 months <i>*pay for 6 months and receive one month free</i> \$300 for 1 year <i>*pay for 12 months and receive two months free</i>
LARGE - Personal/Business Box Up to 3 different last names and/or 1 business name. Usually receiving large amounts of mail daily.	\$100 for 3 months \$200 for 6 months <i>*pay for 6 months and receive one month free</i> \$395 for 1 year <i>*pay for 12 months and receive two months free</i>

USPS Form #1583 (next page) must be filled out by each individual over the age of 18 listed on the mailbox
Additional \$5 per month for over 3 names on any small box.

BOX RENTAL INCLUDES:

Street Address: 133 East De la Guerra, PMB ____ or # ____
Santa Barbara, CA 93101

Mail Delivery: Business hours 9am-5pm Monday-Friday. Mail delivered Monday through Saturday.

24-hour access: A door code will be assigned to each box holder for 24 hr access.

Mail forwarding: A deposit will be required to cover the cost of envelopes, postage and handling.

Call to check mail: Call (805) 963-3180 anytime during business hours to check on your mail.

Mail Hold: We will hold mail for you if you are out of town traveling.

Lock Boxes: We have 3 lock boxes in the lobby for after hour package retrieval.

UPS (United Parcel Service), Fed-Ex, DHL, Certified Mail: We will accept packages from any courier company on your behalf – a service the United States Postal Service cannot offer you. Please make arrangements to pick up large parcels as soon as possible. Pallet deliveries can be arranged.

Additional services at reasonable rates:

- **Packaging Services:** We pack and ship during business hours Monday-Friday
- **Shipping Services:** UPS, FedEx, and USPS (United States Postal Service)
- **Postal Functions:** Postage stamps, Priority Mail, Certified Mail, Return Receipt Requested, etc.

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.)		
	3b. City	3c. State	3d. ZIP + 4®

4. Applicant authorizes delivery to and in care of:

a. Name

b. Address (No., street, apt./ste. no.) **Mail Box Express 133 E. De La Guerra St.**

c. City **Santa Barbara, CA 93101-2228**

5. This authorization is extended to include restricted delivery mail for the undersigned(s):

6. Name of Applicant

7a. Applicant Home Address (No., street, apt./ste. no)

7b. City

7c. State

7d. ZIP + 4

7e. Applicant Telephone Number (Include area code)

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.

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.)

Application For Mailbox Rental

This Agreement made (date) ____ / ____ / ____ by and between _____ hereinafter referred to as "Applicant" and Mail Box Express, hereinafter referred to as "Mail Service" shall be governed by these terms to which each party agrees.

1. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints Mail Service as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements, in advance, with Mail Service. Mail Service will provide a lockbox key to applicant who may obtain his mail during the business hours posted by Mail Service. 24-hour entrance to obtain mail will only be provided to those individuals able to provide proof of residency. Should applicant appoint another person or organization, Mail Service shall assume that possession of a key is evidence of authority to collect mail. Applicant will not disclose the confidential door code to anyone. Persons appointed to collect mail, other than boxholder, shall retrieve mail during regular posted business hours.
2. The key loaned to applicant shall require a refundable cash deposit, and remains the property of Mail Service 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
3. Once Mail Service has placed applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and Mail Service shall not be responsible for loss, theft or damage Mail Service 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.
4. Applicant agrees to use services in accordance with Mail Service rules and in compliance with all U.S. 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.
5. 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 Mail Service intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
6. 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. If applicant consistently receives substantially more mail than can be placed in a single lockbox, Mail Service 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 parcels delivered to this address for the applicant will be delivered by common carrier only, that no truck line deliveries will be made unless prior arrangements have been made with Mail Service, that parcels will be retrieved within 24 hours after 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.
7. Applicant agrees to protect, indemnify and hold harmless Mail Service from and against any and all claims, demands and causes of action any nature whatsoever relative to use of Mail Service facilities or services.
8. Should Mail Service commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, Mail Service's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Mail Service shall not be liable for incidental or consequential damages.
9. Per USPS regulations, certified, registered, insured, or C.O.D mail or parcels will be accepted by Mail Service on the behalf of applicant. Full, advance payment of C.O.D charges must be made to Mail Service prior to acceptance of C.O.D. packages.
10. Mail Service 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 Service does not pro rate fees and does not provide refunds in the event of cancellation by applicant. Box rents are due and payable on the first of the month. Box rents remaining unpaid after the 10th of the month are subject to a \$5.00 late fee for each month they go past due. If box rent goes 30 days past due, mail is subject to return and lockbox subject to cancellation.

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11. Applicant shall use only 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 U.S. 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 above address.

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

Applicant's Name or Business Name
PMB# _____ or # _____
133 E. De La Guerra Street
Santa Barbara, CA 93101-2247

12. Upon termination of services by Mail Service or failure to pay rent in advance by applicant, Mail Service shall not make applicant's mail available without payment theretofore. Applicant understands 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 they wish mail forwarded after that date, shall provide Mail Service with a forwarding address and pay the required fees. In the event applicant fails to do this, Mail Service shall refuse any further mail and, in the case of mail already received, handle such mail in accordance with USPS DMM D042.2.6 regulations.

By requesting and obtaining use o a private mailbox receiving service in the State of California, I acknowledge that

- A) I am obligated to disclose my actual home address or place of residence on a USPS Form 1583 or other form as may later be developed and further agree that I will provide prompt written notice to Mail Box Express of any subsequent change in my home address or place of residence.
- B) By signing below, I irrevocably authorize Mail Box Express to act as my agent for service of process to receive any legal documents that may be served upon me. This authorization shall continue from the date of this agreement until two years after my mail receiving service has terminated. I understand that Mail Box Express will (a) place a copy of the documents or a notice that the documents were received into my mailbox or other place where I usually receive my mail, unless my mail receiving service has been terminated, and (b) send all documents by first-class mail to the home or other address last known to Mail Box Express.
- C) I further acknowledge that I understand that use of a private mailbox receiving service for commercial purposes in the State of California requires the user to comply with all applicable laws, including Section 17538.5 of the Business and Professions Code and laws prohibiting unfair competition and false advertising as set forth in Sections 17200 and 17500 of the Business and Professions Code. Violation of these laws may result in criminal or civil penalties or both. I understand that the United States Postal Service Form 1583 that must be prepared for each private mailbox receiving service customer and shall be delivered to the local United States Post Office and a copy of the form must be retained by Mail Box Express and made available upon demand to the Department of Consumer Affairs or any law enforcement agency conducting an investigation. I hereby agree to accept and abide by the foregoing requirements.

Agent

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Applicant

Termination Addendum

At termination of service, I hereby instruct Mail Service as follows: *(Please Initial)*

Do not forward my mail. I understand that mail will not be forwarded and may be disposed of.

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(Initial)