

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.) 137 N Larchmont Blvd # _____	
		3b. City Los Angeles	3c. State 3d. ZIP + 4® CA 90004-3704
4. Applicant authorizes delivery to and in care of:		5. This authorization is extended to include restricted delivery mail for the undersigned(s):	
a. Name Larchmont Mail Shop			
b. Address (No., street, apt./ste. no.) 137 N Larchmont Blvd			
c. City Los Angeles	d. State CA	e. ZIP + 4 90004-3704	
6. Name of Applicant		7a. Applicant Home Address (No., street, apt./ste. no)	
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.		7b. City	7c. State 7d. ZIP + 4
a.		7e. Applicant Telephone Number (Include area code)	
b.		9. Name of Firm or Corporation	
		10a. Business Address (No., street, apt./ste. no)	
		10b. City	10c. State 10d. ZIP + 4
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		10e. Business Telephone Number (Include area code)	
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.)		11. Type of Business	

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 SERVICE AGREEMENT

CUSTOMER NAME: _____
COMPANY: _____
ADDRESS: _____
HOME PHONE: _____ WORK PHONE: _____
EMAIL ADDRESS: _____
MAILBOX NUMBER: _____ SIZE OF MAILBOX: _____

- 1) This Mailbox Service Agreement ("Agreement") is made and entered into by the customer identified above ("Customer") for the use of and services related to a mailbox (the "Mailbox") at The Mail Shoppe ("Center") under the terms set forth herein.
- 2) Customer agrees that customer will not use Center premises or any Center services for any unlawful, illegitimate or fraudulent purpose or for any purpose prohibited by U.S. postal regulations. Customer further agrees that any use of the Mailbox shall be in conformity with all applicable federal, state and local laws. Each individual or entity must complete a separate U.S. Postal Service Form 1583 ("Form 1583") to be authorized to receive mail or packages at Mailbox. However, spouses may complete one Form 1583, as long as both spouses include their separate information on the Form.
- 3) This Agreement and Form 1583 shall remain confidential except that this Agreement and Form 1583 may be disclosed upon the request of any law enforcement or other governmental agency, or when legally mandated. Upon request, Customer agrees to complete all necessary documents, including Form 1583 and any required acknowledgment form relating to service of process. Customer further agrees to sign an updated version of this Agreement and Form 1583 upon request.
- 4) Possession of the Mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents from the Mailbox. In the event of death or incapacity of Customer, the Center will require the appropriate documents from the Probate Court, the executor of the estate, the trustee or other similar person or entity before releasing mail or packages to a requesting party.
- 5) Customer agrees to pay an initial set up fee of \$10.00 and a refundable security/key deposit of one (1) month's rent (\$ _____), as well as applicable monthly service fees. The security/key deposit is refundable upon expiration, cancellation or termination of this Agreement, provided that Customer closes box, returns the key and pays all sums due to the center no later than the expiration date of the mailbox. Mailbox service fees are due and payable in advance and Customer agrees that the Center may hold mail and packages pending payment. There will be no probations or refunds for cancellation of any service. Customer agrees to pay a late fee of \$5.00 if any payment is not received within five days of being due. In the event the Mailbox lock is changed upon the request or fault of the Customer, Customer agrees to pay a fee of \$10.00. Mailbox service fees and other related fees stated herein are subject to change. In the event that Customer receives an unreasonable volume of mail or packages at the Mailbox according to the Center's reasonable judgment, the Center may require Customer to upgrade to a larger size mailbox and pay any additional charge. Customers who do not pick up their mail on a regular basis resulting in excessive amounts of mail will be subject to a \$3.00 service charge. The Center reserves the right to increase the Mailbox service fees in the event that Customer adds additional individuals or entities to the names of those individuals or entities authorized to receive mail and packages at the Mailbox pursuant to Form 1583. An applicant may have three (3) names on a box. Additional users and/or company names will be subject to \$3.00 service charge per name per month (exception: immediate minor children of applicant).
- 6) Upon expiration, cancellation or termination of this Agreement the Center will:

- 6) Upon expiration, cancellation or termination of this Agreement the Center will:
 - A. Re-mail (i.e. forward) Customer's mail for six (6) months, provided the Customer pays the postage, packaging material and forwarding fees in advance. Additionally, Customer must pay a monthly charge fee of \$0.00 for month 1 and _____/per month for months 2 through 6 in advance for the time period that mail isto be forwarded. It is Customer's responsibility to make arrangements with the Center to identify any mail forwarding needs prior to the expiration, cancellation or termination of this Agreement.
 - B. Discard or destroy any "unsolicited Mail" i.e. bulk mail; mail addressed as "occupant," "current resident" or similar designation; or coupons, advertising or other promotional material delivered to or remaining at the Center.
 - C. Retain Customer's mail, other than Unsolicited Mail, at the Center for a period of (30) days from the date of delivery or six (6) months after the expiration, cancellation or termination of this Agreement, whichever comes first, if Customer leaves forwarding fees or forwarding address. After such time, any mail or package may be discarded or destroyed. In order to pick up any mail or package during the six (6) month period, Customer must pay a storage fee of _____/per month for the time period in which the Center holds the mail or package(s).
 - D. Refuse any package addressed to Customer delivered by any party other than the U.S. Postal Service, such as a commercial courier service.
- 7) Six (6) months after the expiration, cancellation or termination of this Agreement, the Center may:
 - A. Refuse any mail or package addressed to Customer and delivered to the Center.
 - B. Discard or destroy any of Customer's mail or package delivered to or remaining at the Center each time.
- 8) The term of this Agreement shall be in the initial period paid for by Customer and any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at the Center's sole discretion.
- 9) Customer agrees that the Center may terminate or cancel the Agreement for good cause at any time by providing Customer thirty (30) days written notice. Good cause shall include but is not limited to: 1) Customer abandons the Mailbox; 2) Customer uses the Mailbox for unlawful, illegitimate or fraudulent purposes; 3) Customer fails to pay monies owed the Center when due, 4) Customer receives an unreasonable volume of mail or packages; 5) Customer engages in offensive, abusive or disrupting behavior toward their customers of the Center or the Center's employees; and 6) Customer violates any provision of this Agreement. Customer acknowledges that, for the purpose of determining good cause for termination of this Agreement as provided herein, the action of any person authorized by Customer to use the Mailbox will be attributed to Customer.
- 10) Any written notice to Customer required or permitted under this Agreement shall be deemed delivered twenty-four (24) hours after placement of such notice in Customer's Mailbox or at the time personally delivered to Customer. In the event of a termination notice based upon abandonment of the Mailbox, notice shall be deemed delivered (A) on the next day after placing in the hands of a commercial courier service or the U.S. Postal Service for next day delivery, or (B) five (5) days after a placement in the U.S. Mail by Certified Mail, Return Receipt Requested,, postage prepaid, and addressed to Customer at Customer's address as set forth in Form 2583, or on the date of actual receipt, whichever is earlier.
- 11) As Customer's authorized agent for receipt of mail, the Center will accept all mail, including registered insured and certified items. Unless prior arrangement has been made, the Center shall only be obligated to accept mail, or packages, delivered by commercial courier services which require a signature from the Center. **Packages not picked up with three (3) days of notification will be subject to a storage fee of \$3.00 per day per package, which must be paid before Customer receives package.** In the event Customer refuses to accept any mail or

made and payment in advance is provided to the Center.

12) Customer agrees to protect, indemnify, defend and hold harmless the Center under Mom & Dot, Inc, and its officers, agents, employees from and against any and all losses, damages, expenses, claims, demands, liabilities, judgments, settlement amounts, costs and causes of action of every type and character arising out of or in connection with the use or possession of the Mailbox, including without limitation, any demands, claims and causes of action for personal injury or property damage arising from such use or possession, from failure of the U.S. Postal Service or any commercial courier service to deliver on time or otherwise deliver any items (mail, packages, etc.) from damage or loss of any package or mail, or to the Mailbox contents by any cause whatsoever, and from any violation by Customer of applicable federal, state or local laws.

13) CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF THE CENTER, IF ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED \$100.00 REGARDLESS OF THE NATURE OF THE CLAIM.

(Initial _____)

14) Customer must use the exact mailing address for the Mailbox without modification as set forth in Section three (3) of the Form 1583. Mail received by Customer must bear a delivery address that contains at least the following elements in this order:

- 1) Intended addressee's name or other identification. Examples: Joe Doe or ABC Co.
- 2) Street number (i.e. 123 Main Street)
- 3) Mailbox Number (i.e. #100)
- 4) City, state, and ZIP Code (5-digit or Zip + 4). (Example: Herndon, VA 22071-2781)

The Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed."

15) Delivery by commercial courier services must be made to the Center street address.

16) Upon signing this Agreement, Customer shall provide two forms of valid identification, one of which shall include a photograph. This Agreement may not be amended or modified, except in a writing signed by both parties.

CUSTOMER SIGNATURE: _____ DATE: _____

AUTHORIZED CENTER REPRESENTATIVE:

SIGNATURE: _____ DATE: _____

HOW DID CUSTOMER HEAR ABOUT US? _____