



9461 Charleville Blvd, Beverly Hills, CA 90212
310.276.5076 (P) 310.276.5086 (F)

APPLICATION FOR MAILBOX RENTAL

This agreement made (date) _____ by and between _____ (Applicant), and Mail Boxes Times, 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 of mail 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. Should Applicant appoint another person or organization, Mail Service shall assume that possession of a key is evidence of authority to collect mail.
2. The key loaned to Applicant remains the property of Mail Service and shall not be duplicated or modified by Applicant. 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. 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 the failure of the United States Postal Service, FedEx, UPS, DHL, and other mail/package couriers 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, the relevant mail courier policies and procedures, 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 the maximum designated number of persons and organizations for a particular lockbox size, as established by Mail Service and the postal service. Each person must complete a USPS Form 1583 and provide two photo identifications. If Applicant consistently received 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 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, that parcels will be retrieved within 24 hours after deliver, 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 all claims, demands, causes of action of any nature whatsoever relative to use of Mail Service facilities or services.
8. Should Mail Service commit or fail to commit any act, which 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 by Applicant for services not yet received. Mail Service shall 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 behalf of the 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 prorate fees and does not provide refunds in the event of cancellation by Applicant. All mail service fees are non-refundable.
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. The address to be used by Applicant for the purpose of receiving mail is as follows:

Applicant's Name or Applicant's Business Name
9461 Charleville Blvd., #(mailbox no) OR 9461 Charleville Blvd., PMB#(mailbox no)
Beverly Hills, California 90212

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 thereto. Applicant understands that the United States Postal service will not forward or return mail and will not accept a Change of Address. Applicant, if he/she wishes mail forwarded after the termination date, shall provide Mail Service with a forwarding address and pay the required fees, in advance. In the event, Applicant fails to do so, 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. At termination of service, I hereby instruct Mail Service as follows:

_____ Forward my mail to new address. In consideration thereof, I place \$50.00 deposit to be used for this purpose.

_____ Do not forward my mail. I understand that mail shall be handled in accordance with USPS DMM D042.2.6 regulations.

I, Applicant, hereby agree acceptance of all of the terms and conditions for my application as listed above and inclusive of USPS Form 1583 on _____ (date).

Mail Service

Applicant



Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

1. Private Mailbox (PMB) Information

1a. Date PMB Opened	1b. Date PMB Closed
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8. Photo ID Information for Applicant⁹

8a. Applicant's Name	8b. Applicant's ID Number
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2. Commercial Mail Receiving Agency (CMRA) Place of Business Information

2a. Street Address to be Used for Delivery ¹ 9461 CHARLEVILLE BLVD	2b. PMB #
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8c. Issuing Entity	8d. Expiration Date on the ID
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2c. City BEVERLY HILLS	2d. State CA	2e. ZIP + 4 [®] 90212
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8e. Photo ID type (check one)		
<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰	<input type="checkbox"/> Uniformed Service ID	<input type="checkbox"/> Passport
<input type="checkbox"/> U.S. Access Card	<input type="checkbox"/> Matricula Consular	<input type="checkbox"/> Certificate of Naturalization
<input type="checkbox"/> U.S. University ID Card	<input type="checkbox"/> NEXUS Card	<input type="checkbox"/> U.S. Permanent Resident Card

3. Type of Service Requested

<input type="checkbox"/> Business/Organization Use ²	<input type="checkbox"/> Residential/Personal Use ³
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4. Name of Applicant

4a. Last Name	4b. First Name	4c. Middle Initial
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9. Address ID Information for Applicant¹¹

9a. Applicant's Name

4d. Telephone Number (include area code)	4e. Email Address
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9b. Applicant's Street Home Address ¹
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4f. Applicant's Street Home Address ^{1,4}
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9c. City	9d. State	9e. ZIP + 4	9f. Country
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4g. City	4h. State	4i. ZIP + 4	4j. Country
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9g. Address ID type (check one) — Must Contain the Address in 9b–9f			
<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰	<input type="checkbox"/> Current Lease	<input type="checkbox"/> Home or Vehicle Insurance Policy	<input type="checkbox"/> Mortgage or Deed of Trust
<input type="checkbox"/> U.S. Access Card	<input type="checkbox"/> Matricula Consular	<input type="checkbox"/> Vehicle Registration Card	<input type="checkbox"/> Voter Card

4k. Is applicant a court-ordered protected individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," you must attach a copy of the court order.

5. Authorized Individual⁶

5a. Last Name	5b. First Name	5c. Middle Initial
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10. Photo ID Information for Authorized Individual (if applicable)⁹

10a. Authorized Individual's Name	10b. Authorized Individual's ID Number
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5d. Telephone Number (include area code)	5e. Email Address
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10c. Issuing Entity	10d. Expiration Date on the ID
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5f. Authorized Individual's Street Home Address ^{1,6}
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10e. Photo ID type (check one)			
<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹²	<input type="checkbox"/> Uniformed Service ID	<input type="checkbox"/> Passport	<input type="checkbox"/> Certificate of Naturalization
<input type="checkbox"/> U.S. Access Card	<input type="checkbox"/> Matricula Consular	<input type="checkbox"/> U.S. Permanent Resident Card	<input type="checkbox"/> U.S. University ID Card
<input type="checkbox"/> NEXUS Card			

6. If Transferring PMB Mail to Another Address⁷...

6a. Street Address Mail Is Transferred To ¹
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11. Address ID Information for Authorized Individual (if applicable)¹¹

11a. Authorized Individual's Name

6b. City	6c. State	6d. ZIP + 4	6e. Country
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11b. Authorized Individual's Street Home Address ¹

6f. Telephone Number (include area code)	6g. Email Address
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11c. City	11d. State	11e. ZIP + 4	11f. Country
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7. Business/Organization Information

7a. Name of Business/Organization	7b. Type of Business
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11g. Address ID type (check one) — Must Contain the Address in 11b–11f			
<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹²	<input type="checkbox"/> Current Lease	<input type="checkbox"/> Home or Vehicle Insurance Policy	<input type="checkbox"/> Mortgage or Deed of Trust
<input type="checkbox"/> U.S. Access Card	<input type="checkbox"/> Matricula Consular	<input type="checkbox"/> Vehicle Registration Card	<input type="checkbox"/> Voter Card

7c. Business Street Address ¹
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12. Exceptions for Additional Recipients of Mail¹³

7d. City	7e. State	7f. ZIP + 4	7g. Country
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13a. Signature of Applicant ¹⁴	13b. Date
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7h. Telephone Number (include area code)	7i. Place of Registration ⁸
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14a. Signature of Witness ¹⁵	14b. Date
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Instructions and Footnotes

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for <i>both</i> the Applicant's photo ID <i>and</i> address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for <i>both</i> the Authorized Individual's photo ID <i>and</i> address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The witness can be the agent, an authorized employee, or a Notary Public.

Definitions:

Agent: The Commercial Mail Receiving Agency (CMRA).

Authorized employee: An employee of the CMRA who is authorized to act on the CMRA's behalf.

Authorized individual: A person who is authorized to pick up mail for the PMB holder.

Agreement: In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant 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 applicant 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) 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 applicant must file an updated application with the agent.

NOTE: The applicant must execute this form in the presence of the agent, his or her authorized employee, or a notary public. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant 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 items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

Privacy Act Statement: Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request for delivery of mail through an agent. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with the application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS General Counsel. For more information on our privacy policies, visit www.usps.com/privacypolicy.

<p>Witness my signature and official seal. Notary Public in and for the STATE OF _____,</p> <p>COUNTY OF _____. On this _____ day of _____, 20____,</p> <p>the applicant, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this application, appeared before me, and did personally sign the application.</p> <p>Signature of Notary Public _____ My commission expires: _____, 20_____</p>	<p>Official Seal:</p>
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