

Because you are opening your Box remotely, the Postal Service requires that you have each USPS Form 1583 (Application for Delivery of Mail Through Agent – Page 2 of this attachment) Notarized.

Separate USPS 1583 Forms are required for each individual or business/entity listed to receive mail in the private box (Exceptions are minor children and spouses – see below for special instructions if this applies).

- Starting on Page 2 (USPS Form 1583) Please enter the Date in MM/DD/YYYY format.
- Enter the Name(s) of the individual(s) applying
 - If also receiving mail for a spouse and/or minor children, enter their names in Box 2 also.
- Enter the Main Applicant's Name in Box 6
- Enter your current Address in boxes 7a, 7b, 7c, and 7d (It is okay if you are moving. Once you have moved we will update your records.)
- Enter the current telephone number in box 7e
- Enter the picture ID type and ID Number in Box 8
- Enter the Second Form of ID in box 8b (for example, a utility bill. It does NOT have to have your picture on it, but it MUST have your name and current address.)
- If you are going to receive mail/packages for a business/entity, complete boxes 9, 10, 11, 12, 13 and 14 as appropriate. ID must be presented for the business. For example, a business license, etcetera.
- **Take the USPS Form 1583 to a notary, and in front of the notary sign boxes 5 and 16.**
- On the APPLICATION FOR MAIL BOX RENTAL (Page 3 of this attachment)
- Enter the name(s) of the individuals and/or business/entity opening the private box.
- On Page 4, choose an option for forwarding your mail when the box closes. If you leave blank, then you will need to make that choice when you close your box.
- After reading, please sign page 4.
- After reading, please sign Page 5.
- On Page 6, enter the Name(s) of Individuals to receive mail as well as business/entity names (if applicable)
- Enter an email address.
- If you wish to sign up for Pak Alert, please enter a text message telephone number. (What is Pak Alert you ask? It is a system that automatically alerts you, via text and/or email, every time you receive a package or something we had to sign for. It will tell you, for example, that AMAZON, sent you a box, the date and time it was received, and the tracking number. "You Have Mail" will let you know when new letters, magazine, catalogs, etcetera have been placed in your mailbox.
- Enter the Box size you wish to rent: Personal / Business / Corporate
 - Personal is 3 ½ x 5" is for up to 3 people (excluding children)
 - Business is 5 ½ x 6 and is for up to 3 people or businesses/entities
 - Corporate is 8 x 11 and is for up to 3 people AND businesses/entities
- Enter the Term for which you initially wish to rent: 6 months or 12 months.
- Check the box if you want FREE "Pak Alert" notifications. Check the box if you want FREE "You Have Mail" notifications.
- Print out the documents, sign them, and then scan and email them back to us info@postalPS.com or fax them back to us at (760) 864-1402.
- You must include photocopies of the ID's that you use for identification in the forms.
- After we receive your documents, we will telephone you to discuss your application and finish entering it into the system. You may then pay for the private box, over the telephone, using your credit card.
- You will then need to snail-mail all of the originals to us (including the copies of the ID's) so that we have them on file for the Postal Inspector.

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 (No., street, apt./ste. no.)	
		3b. City	3c. State 3d. ZIP + 4®
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			
b. Address (No., street, apt./ste. no.)			
c. City	d. State	e. ZIP + 4	
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 (Use area code)	
b.		9. Name of Firm or Corporation	
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.		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.	
15. Signature of Agent/Notary Public		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)	

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). (18 U.S.C. 1001)

APPLICATION FOR MAIL BOX RENTAL

This agreement, made on _____ (Date) by and between Postal Palm Springs (PPS) and

hereinafter referred to as "Applicant" and PPS, shall be governed by these terms to which each party agrees.

By completing this form, and the USPS Form 1583 (a copy of which will be forwarded to the US Postal Service as per US Postal Regulations), the Applicant appoints Postal Palm Springs as their agent for the receipt of mail or parcels for a period not to exceed that for which rent has been paid in advance. Applicant understands that separate forms are required for each individual or business listed to receive mail in the Box PPS will provide. Applicant shall inform PPS if their physical residence and/or physical business address of record changes, as well as if their respective telephone number(s) and email addresses are changed during the term of their box rental. Such notification must be made within Thirty (30) days of such change. Upon notification of the change(s), appropriate paperwork in compliance with U.S. Postal Regulations shall be completed by PPS.

PPS will provide a key to a box from which the Applicant may obtain their mail and/or parcels. Access to the Applicant's box will be provided during the regular business hours that have been posted unless Applicant subscribes to 24/7 access. If the Applicant appoints another person/organization to collect mail from PPS premises, or allows another entry into PPS, Applicant shall be responsible for the conduct of such person or organization while they are on premises. PPS shall assume that possession of the key and/or fob is evidence of authority to collect mail and/or parcels.

The key and fob for 24/7 access loaned to the Applicant remain the property of PPS, and shall not be duplicated or modified by the Applicant. If additional keys and/or fobs are required, PPS will provide a secondary key and/or fob, plus collect an additional key and/or fob deposit. Key(s)/fob(s) must be returned upon cancellation or termination of service. The Applicant will be refunded the deposit upon return of the key(s)/fob(s) upon their respective return, except when the Applicant is in default or their box has been terminated. Then the key/fob deposit(s) will then be forfeited.

Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.

Once PPS has placed Applicant's mail in the assigned box, or a notice that a package/mail is waiting, the item(s) shall be deemed delivered to the applicant and PPS shall not be liable in any way for loss, theft or damage thereto. PPS is not engaged in the delivery of mail, and cannot be responsible for failure of the United States Postal Service, couriers, and common carriers to deliver mail/packages or to deliver it in a timely fashion or undamaged condition.

Mail will not be accepted for more than Three (3) persons in a "Personal" size box (minors are in addition to the Three (3) adults limit); for not more than Three (3) persons or Three (3) entities or combination thereof in a "Business" size box; for not more than Three (3) persons and Three (3) entities or combination thereof in a "Corporate" box. If applicant consistently receives substantially more mail than can be placed in a single box, PPS reserves the right to require rent or pay for a larger size box or Applicant may rent 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 may 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, that when possible 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 services.

Applicant agrees to protect, indemnify and hold harmless PPS from and against any and all claims, demands and courses of action of any nature whatsoever relative to use of PPS facilities or services, and any and all expense of PPS incurred in a defense against same shall be reimbursed by Applicant. Should PPS commit or fail to commit any act which results in disruption of service and applicant thereby suffers a loss, PPS's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. PPS shall not be liable for incidental or consequential damages.

Per U.S.P.S. regulations, certified, registered, insured mail/parcels will be accepted by PPS on behalf of the Applicant. C.O.D. mail and/or parcels will **NOT** be accepted by PPS unless Applicant provides advance notice and advance payment of the C.O.D. charges.

PPS fees are due and payable in advance, and notice thereof will be placed in Applicant's box. No other notice will be required. Failure to pay such fees, when due, may result in the disruption or cancellation of services. PPS does not provide refunds in the event of cancellation by Applicant. At termination of services by PPS, or failure to pay rent in advance by Applicant, or upon any fees/charges due by Applicant to PPS, PPS shall not make Applicant's mail available without payment theretofore. A \$15.00 late fee will be added to all rents which are Ten (10) days past due. Further, access to the box and/or 24/7 access may be restricted if any fees are due.

PPS reserves the right to decrease or increase box rental fees without notice. If fees are to be changed, PPS will provide Thirty (30) days notice. PPS reserves the right to refuse renting a box to anyone and/or entity.

Applicant agrees to use services in accordance with PPS rules and in compliance with U.S. Postal Regulations, as well as local, State and Federal statutes and regulations. Failure to do so may result in cancellation of services without notice or refund. Your privacy is important to us. All information provided by Applicant is confidential and will not knowingly be disclosed to anyone without Applicant's prior consent, except for law enforcement or postal operation purposes, in which case PPS intends to cooperate fully. Law enforcement is further clarified to include all City, County, State or Federal agencies or their representatives. Applicant further agrees that PPS may terminate or cancel this agreement for good cause at any time. Good cause shall include, but is not limited to: 1) Abandonment, 2) use for criminal, illegal, or illegitimate activity, 3) failure to pay moneys owed, 4) use of box/facilities inconsistent with this agreement, including receipt of unreasonable volume of mail, and 5) nonperformance of the terms of this agreement. Renewal for additional terms shall be at PPS's sole discretion.

After the expiration of this rental agreement or upon termination of the agreement for failure to pay rent, some of your mail may still be delivered to this address. **Applicant understands that the U.S.P.S. will not forward or return mail without payment, and will not accept a Change of Address.** You must notify all senders of your new address. You have Two (2) options as to how you want this mail handled:

Forward Applicant's mail for _____ month(s) after service has ended. Applicant agrees to prepay for these services upon closure or leave a credit card on file with PPS. After this period of time, Applicant understands that their mail will be refused and given back to the U.S.P.S.

No, do not forward Applicant's mail. Applicant will pick up mail, Once (1), Thirty days after, but no greater than 45 days after, the closure of the box. I will notify all correspondents of mine as to my new address. After this period of time, I understand that my mail will be refused and given back to the U.S.P.S.

Applicant shall not use the designation "P.O. Box", as part of Applicant's address, but must instead use "PMB" designation or the "#" sign. Applicant is responsible for notifying all correspondents of their new address. Furthermore, all mail/packages to be delivered to Application explicitly **MUST** have the correct box number listed on the mail, or Applicant's mail is not guaranteed to be distributed into the Applicant's box and may be returned to sender. This is the sole responsibility of the Applicant, and Applicant recognizes that any mail/packages without a box number, or with the wrong box number, may be treated as incorrectly addressed and acknowledges that it is not the responsibility of PPS to research the correct address. We will try our best, but any time mail/packages are correctly distributed by PPS, when they are addressed incorrectly, is not to be construed as part of the normal obligations of PPS.

Applicant

for POSTAL PALM SPRINGS

ACKNOWLEDGMENT FOR CALIFORNIA PRIVATE MAILBOX CUSTOMERS

This acknowledgement is required by Section 17538.5 of the Business and Professions Code of the State of California.

Any person obtaining private mailbox receiving services in the State of California must read and acknowledge receipt of the following statement, which is to be kept on file at this CMRA, and will be made available, upon demand, to the Department of Consumer Affairs or any law enforcement agency conducting an investigation.

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

1. 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 I further agree that I will provide prompt written notice to this CMRA of any subsequent change in my home address or place of residence.
2. By signing below, I irrevocably authorize this CMRA 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 been terminated. I understand that this CMRA 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 the CMRA.
3. I further acknowledge that I understand that the 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 competitions and false advertising as set forth in Section 17200 and 17500 of the Business and Professions Code. Violation of these laws may result in civil or criminal penalties or both.

I understand that the United States Postal Service Form 1583 that must be prepared for each private mailbox receiving service customer shall be delivered to the local United State Post Office and a copy of the form must be retained by the CMRA 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.

Signature

Date

NAME 1: _____ COMPANY 1: _____

NAME 2: _____ COMPANY 2: _____

NAME 3: _____ COMPANY 3: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

Email: _____

Text Messaging Address:* _____

(*Note that standard texting charges may be applied to your phone bill by your carrier.)

_____ YES! I want free "Pak Alert notifications. _____ YES! I want free "You have Mail" Notifications.

BOX SIZE: _____
(Personal / Business / Corporate)

TERM: _____
(6 Months / 12 Months)

STAFF WILL ENTER THE INFORMATION BELOW.

PMB#: _____

Key Deposit: _____ (\$5. Per key)

24/7 Fob Deposit (*Optional*): _____ (\$10/fob for 24/7 Access)

Set-up Fee: \$5.00

Mailbox Rental Fee: _____

"Pak Alert" Email/text: _____ FREE

24/7 Access Fee: (*Optional*) _____

"You Have Mail" Email: _____ FREE

Total for 1st rental period: _____

Postal Palm Springs Agent

Applicant