

Application For Mailbox Rental

This Agreement made (date) _____ by and between (name of applicant) _____, hereinafter referred to as "Applicant", and Maillink (848 N. Rainbow Blvd. Las Vegas, NV 89107), hereinafter referred to as "MailLink", shall be governed by these terms to which each party agrees:

1. Applicant agrees no mail will be released until USPS form 1583 along with a photocopy of 2 acceptable ID's is notarized and returned to MailLink office. MailLink will provide form 1583 and instructions at time of signup and upon request at anytime. (A copy of USPS Form 1583 can be found in this .pdf document, or can be downloaded from USPS at http://www.usps.com/forms/_pdf/ps1583.pdf)
2. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints MailLink 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 MailLink. MailLink will provide a lockbox key (applies to local walk-in clients only) to applicant who may obtain his mail during the business hours posted by MailLink. Should applicant appoint another person or organization, MailLink shall assume that possession of a key is evidence of authority to collect mail.
3. The key loaned to applicant (applies to local walk-in clients only) shall require a refundable cash deposit, and remains the property of MailLink 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.
4. Applicant will be charged a \$2 fee for mail pickup, if applicant is registered as a "mail-forwarding" (a.k.a. "MailLinkPlus") client, and has not signed up for local box rental service for the same mailbox.
5. Once MailLink has placed applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and MailLink shall not be responsible for loss, theft or damage. MailLink 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.
6. Applicant agrees to use services in accordance with MailLink 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.
7. 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 MailLink intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
8. Mail will be accepted:
 - (a.) in a small-sized box, for up to three (3) persons or organizations and no more than 75 pieces delivered per month, or
 - (b.) in a medium-sized box, for up to five (5) persons or organizations and no more than 125 pieces delivered per month, or
 - (c.) in a large-sized box, for up to seven (7) persons or organizations and no more than 175 pieces delivered per month, 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, MailLink 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, that parcels will be retrieved within 48 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.

9. Applicant agrees to protect, indemnify and hold harmless MailLink from and against any and all claims, demands and causes of action any nature whatsoever relative to use of MailLink facilities or services.

10. Should MailLink commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, MailLink's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. MailLink shall not be liable for incidental or consequential damages.

11. Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels will be accepted by MailLink on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to MailLink prior to acceptance of C.O.D. packages.

12. MailLink 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. MailLink does not prorate fees and does not provide refunds in the event of cancellation by applicant.

13. 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

848 N. Rainbow Blvd. # _____ (Your Mailbox Number Here)

Las Vegas, NV 89107

13. Upon termination of services by MailLink or failure to pay rent in advance by applicant, MailLink 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 he wishes mail forwarded after that date, shall provide MailLink with a forwarding address and pay the required fees. In the event applicant fails to do this, MailLink 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.

Termination Addendum

At termination of service, I hereby instruct MailLink as to do one of the following:

A: Forward my mail to new address.

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

Agent

Applicant

Termination Addendum

At termination of service, I hereby instruct MailLink as follows:

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

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

MailLink Mailbox Rental Mailbox Checklist

- Form 1583 filled out & notarized**
- Mailbox Rental Application**
- Photocopy of 2 forms of Identification**
-
- Mail all originals including photocopy of Id's with check,
money order, or credit card # (mail cannot be forwarded until originals are received)**
- Make Payment (if not already done)**
 - Paid By PayPal** (you don't need to fill in all information below)
----- OR -----
 - Pay By Check / Money Order / Credit Card via mail**

Rental Fee (check one only)

	Small Box	Medium Box	Large Box
3 months	<input type="checkbox"/> \$30	<input type="checkbox"/> \$36	<input type="checkbox"/> \$45
6 months	<input type="checkbox"/> \$50	<input type="checkbox"/> \$66	<input type="checkbox"/> \$78
Full Year	<input type="checkbox"/> \$100	<input type="checkbox"/> \$132	<input type="checkbox"/> \$156

* Minimum 3 Month Rental on startup = \$ _____

Key Deposit

0.00 (if you don't need a key) 5.00 = \$ _____

Forwarding Deposit

= \$ _____

*Due to credit card fraud we will not accept more than \$30 for mail forwarding on a card in the first 3 months. We suggest you include \$20 forwarding deposit, but you can include more or less, depending on expected mail volume.

Total: _____

Pay By: **Check**
 Money Order \$ _____
 Credit Card

For Credit Card customers:

MasterCard **Visa**
 Amex **Discover**

Name On Card: _____

Credit Card #: _____

Exp. Date _____

(Before processing your card, we will contact you and ask for the 3-digit code on the back, used for verification, and to cut own on fraud)

We will call with mailbox # _____

USPS Form 1583 Instructions

(for use on USPS for 1583 dated April 2004 – a more up-to-date Form might be available at <http://www.usps.com/forms/pdf/ps1583.pdf>)

Box#

1. Today's Date
2. Your Name (We require that each person complete a separate 1583) Reminder, did we mention, each person needs a separate 1583, except minor children, who must still be listed here! Please list ages of minor children
3. Leave Blank... we will complete.
4. If not already inserted, write/type the following address:
MailLink
848 N. Rainbow Blvd.
Las Vegas, NV 89107-1103
5. Yes or No (Restricted Delivery is mail ONLY YOU can sign for). This allows us to sign for deliveries made to your mailbox.
6. Your Name
7. Your Home Address a Phone #. This must be a physical address. Even if you are a very small person, you don't live in a PO Box. {*Note, if your home address does not match your ID, you will need to show proof of where you live}. (This could be a utility bill, rent agreement, voter registration, etc.)
8. **NOTARY MUST COMPLETE.**
You must provide the Notary Public two (2) of the following forms of identifications.
 - Valid driver's license
 - Valid state issued ID
 - Armed Forces ID
 - Government issued ID
 - University ID
 - Recognized Corporate ID
 - Passport
 - Alien Registration card
 - Current lease, mortgage, or deed
 - Voter registration card
 - Utility bill
 - Home or vehicle insurance card
 - Vehicle registration card
 - Medical Insurance Card
 - Medical Prescription Card

(DO NOT USE CREDIT CARD, SOCIAL SECURITY CARD, OR BIRTH CERTIFICATE)
9. If Business, the Name.
10. Business Address. Not my address, your physical business address
11. Kind of Business.
12. Name of everyone in business that receives mail. (Reminder, did we mention, each person needs a separate 1583) More than 3 names incur an additional charge for services. Call us for details.
13. List Officers
14. Where registered
15. **NOTARY SIGNATURE & SEAL**
(not necessary if this form is delivered to the MailLink store in person)
16. Signature of applicant (YOU)

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 MailLink				
b. Address (No., street, apt./ste. no.) 848 N. Rainbow Blvd				
c. City Las Vegas		d. State NV	e. ZIP + 4 89107-1103	
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		
		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.		
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)

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.
