

K MINI STORAGE & MAIL

MAIL SERVICES ~ SHIPPING / RECEIVING

413 19TH ST. LYNDEN, WA 98264 PHONE: (360) 354-1930

MAIL SERVICE APPLICATION & AGREEMENT

This agreement, made this(date) _____ by and between K-Mini Storage, referred to as Agent, and _____ hereinafter referred to as Applicant/Boxholder, is entered into in the city of Lynden, state of WA, under the terms set forth herein;

1. By completing this agreement and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints K-Mini Storage as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for postal operation purposes, or upon written request by law enforcement or other government agency, or when legally mandated.
2. Applicant will pay a one time non-refundable set up fee of \$10.00 and will be issued one box key and one lobby key. Additional keys are \$5.00 each. The minimum mailbox rental period shall be no less than 3 months, payable in advance. Applicant agrees Agent may hold mail and parcels pending payment. There will be no pro-rations or refunds for cancellation of services. Applicant agrees to pay a late fee of \$5 if any payment is not received within 5 days of due date. If rent payment is 30 days past due, mailbox is subject to immediate termination of service. Agent may charge a \$10 penalty to re-open said mailbox, in addition to past due rent and standard advance rental fees.
3. Applicant understands the relationship of the parties is one of bailment and not landlord tenant. Applicant agrees to use this service in accordance with mail service rules and in compliance with USPS regulations as well as local, state, and federal statutes. Failure to do so may result in cancellation of service without notice or refund.
4. Mail will not be accepted for more than three adults or organizations in a single box, and each must provide photo identification and complete USPS form 1583. Boxholder will retrieve mail at least once each month, or make other suitable arrangements with Agent in advance. Possession of key is evidence of authority to collect contents of mailbox. In the event of death or incapacity, Agent will require appropriate documents from Probate Court, Executor or Trustee of the estate, or other similar person or entity before releasing contents of mailbox.
5. Once Agent has placed Boxholder's mail in box, the mail shall be deemed to be delivered, and Agent shall not be responsible for loss, theft or damage. Agent is not engaged in the delivery of mail and is not responsible for failure of US Postal Service to deliver mail or deliver it in a timely fashion or undamaged condition.
6. Mailbox service fees and other related fees are subject to change. If Box-holder receives an unreasonable volume of mail or parcels, Boxholder may be required to upgrade to a larger size mailbox, add one or more additional boxes or pay additional fees. Boxholder further agrees that parcels will be delivered by common carrier only, and no dry ice or hazardous or dangerous material will be delivered to the Boxholder. Parcels not retrieved within 48 hours may be subject to a storage fee.
7. Agent shall refuse COD items unless financial arrangements for full pre-payment are made in advance. Certified, insured, registered or COD mail/parcels will be accepted by Agent on behalf of Boxholder Per USPS regulations. However, Box-holder shall not hold Agent liable for loss, damage or

injury related to acceptance of such accountable mail. Boxholder shall further protect, indemnify and save harmless Agent from and against all claims, demands, causes of action of any nature whatsoever, and any expense incident to defense by Agent of any such demand or action arising out of or in connection with Boxholder use and possession of said mailbox, including without limitation, all demands, claims, causes of action for personal injury or property damage including mail content damage/loss by any cause whatsoever other than Agent negligence.

8. Boxholder shall use the address designation "PMB" or "#" to designate address. NO OTHER DESIGNATION IS VALID. USPS may refuse to deliver mail that does not include the PMB or # designation. Applicant is responsible for notifying correspondents of the new address. Address to be used by Boxholder is as follows:

Boxholder Name or Business Name
413 19th St. PMB# _____ (or) # _____
Lynden, WA 98264

9. Upon termination of services by Agent, or Boxholder failure to pay rent in advance, Agent shall not make Boxholder mail available without payment theretofore. Applicant understands USPS will not forward or return mail without payment, and will not accept a change of address. At termination of service, Boxholder, upon providing Agent with a forwarding address and paying the required fees may have mail forwarded after that date. 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.

Applicant has read and completed form 1583, and agrees to all postal regulations and terms and conditions outlined herein.

Applicant Signature Date Agent/Representative Signature Date

Home address (Number, Street, city, state and ZIP code):

Tel: _____ **Fax:** _____ **Email:** _____

Termination Addendum

At termination of services, I hereby instruct Mail Service 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.