

# Mail Box Service

\*\*\*To get a box, complete all attached forms in their entirety\*\*\*

To get a private Mail Box, The following agreement and USPS application have to be filled out, also needed are a current utility bill showing your physical address and two forms of ID from the following list, one must be photo ID:

- Alien Registration Card
- Certificate of Naturalization
- Deed of Trust
- Government ID
- Mortgage
- Recognized Corporate ID
- State Issued ID Card
- Vehicle Registration Card
- Armed forces ID
- Current Lease
- Drivers License
- Home Insurance Policy
- Passport
- University ID
- Vehicle Insurance Policy
- Voter Registration Card

## MAIL BOX RATES

	Small	Med.	Large
3 Months	\$33	\$42	\$51
6 Months	\$60	\$78	\$96
12 Months	\$108	\$144	\$180

\*All Box Rentals carry a \$3 per key deposit

## Additional Services

- Mail forwarding (\$1.00 per event, postage and materials extra)
- Snowbirds- for \$20.00 a month + shipping we will send your mail once a week
- Multiple mail recipients (Add \$1.00 per recipient per month for boxes containing more than 4 recipients)
- Convenient One-Stop Shopping!
  - \*Fax sending & receiving
  - \*Packing Materials
  - \*And More!!!!
  - \*Shipping USPS, UPS, FedEx
  - \*Postal Services

# Reliable Mail & Shipping, LLC

3785 River Rd N Ste. 105

Keizer, OR 97303

(503)393-6421

## MAIL BOX RENTAL AGREEMENT

Customer agrees to use the rented mail box for lawful and ethical purposes only and in conformance with all applicable federal, state and local laws. Reliable Mail & Shipping's box service will not be used for any purpose prohibited by U.S. Postal Service regulation.

Customer acknowledged that Reliable Mail & Shipping provides a private mail box addressed using the format shown on the next page of this form.

All information on this form will be treated as confidential and will not be disclosed except for requests made by taxing authorities, government and law enforcement agencies. Personal mailboxes can receive mail for adult family members and children residing at the same address. Business mailboxes can receive mail for employees and associates. All business entities must provide copies of their registration with Oregon's Corporate Division in order to receive mail.

The U.S. Postal Service will not allow a change of address from a private mailbox facility. Reliable Mail & Shipping is required by law to forward or return to sender, all first class mail, when the customer no longer rents a box. A non-refundable mail forwarding fee is charged upon closing to cover this expense. First class mail will be forwarded for 6 months. After 6 months, customers' first class mail will be returned to sender. Second class and bulk rate mail is discarded unless arrangements are made.

Mail box rent is payable in advance on a quarterly, semi-annual or annual basis. A ten dollar late fee is charged when rent is 5 days or more past due, accounts are considered delinquent 10 days after the due date and mail may be held pending payment. Service will be terminated at the option of Reliable Mail & Shipping, 20 days after the due date. When service is terminated due to nonpayment of rent, all first class mail will be returned to sender. Please notify Reliable Mail & Shipping if you cannot pick up mail for over 21 days, since mailboxes will be considered abandoned and will be closed, with all first class mail returned to sender.

C.O.D items will be accepted only if prior arrangements have been made and prepayment is left with us.

A key deposit is required and is refundable if returned at the end of the box rental. Upon termination of services, any excess rent will be refunded excluding the initial 3 months. Customer further agrees to protect, indemnify and hold harmless Reliable Mail & Shipping from any and all claims, demands and causes of action arising out of or in connection with the customers' use of said mail box.

I (we) have read and agree to the above terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Personal Information for people who will receive mail:**

Name of Responsible Individual \_\_\_\_\_

Drivers License # \_\_\_\_\_ Other ID \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work: \_\_\_\_\_

Other names \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Minor children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Business information (if applicable)**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Current Employment:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Your new box # will be \_\_\_\_\_**

**Your address will be: Name \_\_\_\_\_**

**3785 River Rd N # \_\_\_\_\_**

**Keizer, Oregon 97303**

**Opening Fee will be box rent \_\_\_\_\_ + Key deposit \_\_\_\_\_**

**Total \_\_\_\_\_**

**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.)		
		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 (Include 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).

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**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](https://usps.com)®.

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