

# Mail Box & Postal

80 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
(626) 836-6675

Box #	___	Size	___	Months	___	\$	_____
				Mailbox Set Up Fee		\$	_____
				24hr. Access fee		\$	_____
						\$	_____
				Total		\$	_____

## Application for Mail Box Rental

This Agreement made by and between \_\_\_\_\_ hereinafter referred as "Applicant", and Mail Box & Postal, hereinafter referred as to "Agent", 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 to the USPS, applicant appoints Agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant agrees to use service in accordance with Agent's rules and in compliance with all USPS regulations, as well as local, state and federal statues and regulations. Failure to do so will result in cancellation of services without notice, refund or mail forwarding.

2. Applicant shall have the right to terminate this agreement at any time; however, it is understood that all rents once paid, are not refundable. A key deposit shall be collected from Applicant by Agent, said deposit shall be refunded upon applicants termination and return of said key on or before rent due date. Mailbox key shall not be duplicated by the applicant, and a fee shall be charged if original loaned key is not returned.

3. Applicant authorizes the Agent to receive mail and parcel by any carrier, including special service deliveries that require signature. Once Agent has placed Applicant's mail in the assigned mail box, the mail shall be deemed to have been delivered; Agent shall not be responsible for loss, theft or damage. Agent is not engaged in the delivery of mail and cannot be responsible for failure of the USPS, FedEx, UPS or any other carrier to deliver or to deliver it in timely fashion or undamaged condition. Should Applicant appoint another person or organization, Agent shall assume that possession of a key is evidence of authority to collect mail or parcels. Applicant shall use the premises for the purposes of receiving mail and other communications through Agent ONLY. Applicant will pick up mail at least twice each month or make other suitable arrangements, mail pick up during the business hours posted by Agent.

4. Mail will not be accepted for more than three (3) persons or organizations in a single mailbox and each must complete a USPS Form 1583 and provide photo identification. Additional monthly fee shall apply for extra person or organization names. Person or organization names may be changed on quarterly billing cycle. If Applicant consistently receives substantially more mail or parcels than can be placed in a single mailbox, Agent shall reserve the right to require Applicant to rent a larger size box or one or more. Charges for service are based upon average daily volume and activity. High volume of mail and parcels may require assessment of additional fees, further agrees parcels delivered to this address for Applicant will be retrieved within 24 hours after delivery or subject to storage fee and that no hazardous or dangerous material will be delivered.

5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement purposes, in which case Agent intend to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives. Should Agent commit or fail to commit any act which results in disruption of service and Applicant thereby suffers a loss, Agent's liability shall be limited to not more than rental fees paid by Applicant for service not received. Agent shall not be liable for incidental or consequential damages.

6. Agent's service fees are due and payable in advance and notice therefore will be placed no later than ten (10) days before due date. Failure to pay such fees when due may result in disruption or cancellation of service, a late fee of \$5.00 will be added after the fifth day. Agent has the right to withhold Applicant's mail if said rent becomes past due and the right to terminate agreement.

7. Applicant shall use the designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. USPS may refuse to deliver any piece of mail that does not include the right designation. Applicant is responsible for notifying correspondents of below address.

Applicant's Name or Business Name  
PMB \_\_\_ or # \_\_\_  
80 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

8. Upon termination of service by Agent or failure to pay rent in advance by Applicant, Agent shall not make Applicant's mail available. Applicant understand, upon termination USPS will not forward or accept Change of Address. If such service is requested by Applicant, Applicant shall provide forwarding address and pay for required fee. In the event Applicant fails to do so, Agent shall refuse any further mail and prior received mail shall be handled by accordance with USPS DMM DO42.2.6 regulations.

\_\_\_\_\_  
Agent, Mailbox & Postal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## **Termination Addendum**

At termination of service, I hereby instruct Agent the following:

\_\_\_\_\_(initial) Forward my mail to new address. In consideration thereof, I place \$\_\_\_\_\_ for services requested.

\_\_\_\_\_(initial) Handle such mail in accordance with USPS DMM DO42.2.6 regulations.

**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.) <div style="text-align: center; font-size: 1.2em;"><b>80 W Sierra Madre Blvd., PMB #</b></div>		
4. Applicant authorizes delivery to and in care of:  a. Name <div style="text-align: center; font-size: 1.2em;"><b>Mail Box &amp; Postal</b></div> b. Address (No., street, apt./ste. no.) <div style="text-align: center; font-size: 1.2em;"><b>80 W. Sierra Madre Blvd.</b></div> c. City <div style="text-align: center; font-size: 1.2em;"><b>Sierra Madre</b></div> d. State <div style="text-align: center; font-size: 1.2em;"><b>CA</b></div> e. ZIP + 4 <div style="text-align: center; font-size: 1.2em;"><b>91024</b></div>			3b. City <div style="text-align: center; font-size: 1.2em;"><b>Sierra Madre</b></div> 3c. State <div style="text-align: center; font-size: 1.2em;"><b>CA</b></div> 3d. ZIP + 4® <div style="text-align: center; font-size: 1.2em;"><b>91024</b></div>		
6. Name of Applicant			5. This authorization is extended to include restricted delivery mail for the undersigned(s):  <div style="text-align: center; font-size: 1.2em;"><b>AUTHORIZATION TO ACCEPT REGISTERED, CERTIFIED &amp; SPECIAL DELIVERY MAIL</b></div> YES _____ 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.  a.     b.			7a. Applicant Home Address (No., street, apt./ste. no)    7b. City   7c. State   7d. ZIP + 4   7e. Applicant Telephone Number (Include area code)   9. Name of Firm or Corporation   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		
15. Signature of Agent/Notary Public			14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.          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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## Mailbox Application Instructions

Thank you for downloading the USPS 1583 Form: Application for Delivery of Mail Through Agent. By completing the USPS 1583 form you will be authorizing Mail Box & Postal to act as your mail-receiving agent. **Page 1** is the mailbox rental agreement, **Page 2** is USPS 1583 form, **Page 3** is the Privacy Act Statement, **Page 4** is Mail Forwarding Request if applicable, and credit card authorization, if this is how you want to make a payment for the mailbox rental and mail forwarding, **Page 5** has the prices for rental of different mailbox sizes and length of time.

After you fill out the application, you can:

**1.** Bring it in to our location, along with two (2) valid forms of ID (see item 8 on the instruction form for all valid forms of ID's)

**2.** Or, if you are from out-of-town, out-of-state or overseas just mail it to: Mail Box & Postal, 80 W. Sierra Madre Blvd., Sierra Madre, CA 91024, USA along with copy of two (2) valid ID's (see item 8 on the instruction for all valid forms of ID's), "Notarized" USPS 1583 Form, AND your payment (check, money order, cashiers check or credit card authorization form) for the total amount.

Once your application is received, we shall issue you a mailbox number and if required a key for your mailbox. You may start to use your new address as soon as you receive the mailbox number from our office. If any questions, please feel free to call or email us, [info@mailboxandpostal.com](mailto:info@mailboxandpostal.com)

## How To Fill Out The USPS 1583Form

Item 1: Today's date

Item 2: Recipient's name(s) (individual, spouse, child), up to three (3) names. Over three names, including Business name, there will be additional charge. If Recipients **are not** family members (i.e. spouse, child under 18 years of age) separate completed application is required. ID's for all additional recipients ARE required as well.

Item 3: LEAVE BLANK/DO NOT ENTER ANYTHING

Item 4: LEAVE BLANK/DO NOT ENTER ANYTHING

Item 5: Place your initials for "YES" or "NO" authorizing us to accept special delivery on your behalf.

Item 6: Applicants name (the person filling the application and submitting ID's)

Item 7: Applicants Actual home address and phone number

Item 8: Identifications. Please read carefully on application for all valid forms of ID's.

Item 9. If you are renting this box for business use, then enter legal name of your business

Item 10. Actual business address. If home-based business, then enter your actual home address and phone number.

Item 11. If you are renting this box for business use, then enter the type of business

Item 12. If you are renting this box for business use, then enter all additional recipients (See Mailbox Fees Page for restrictions). ID's for all additional recipients ARE required as well.

Item 13. If business is corporation, then list all officers of the corporation.

Item 14. If business use and if business is registered, enter information on this line as requested.

Item 15. LEAVE BLANK/DO NOT ENTER ANYTHING

Item 16. Signature of Applicant. If applicant is NOT hand delivering the application to our location, then applicant's signature must be notarized.



www.mailboxandpostal.com

80 W. Sierra Madre Blvd., Sierra Madre, CA 91024  
Phone (626) 836-6675 Fax (626) 836-6688

**Request of Mail Forwarding**

How Often: \_\_\_ Weekly \_\_\_ Bi-weekly \_\_\_ Monthly \_\_\_ Specific Dates

**STARTING DATE** \_\_\_\_\_

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

Contact Info:  
Tele. \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Other \_\_\_\_\_

The fees for mail forwarding are as follows: \$5.00 each time of mailing plus packaging (i.e. envelope, box or padded mailer) and the postage/shipping service of your choice. Mail forwarding fees must be prepaid or charged to credit card on file.

If funds are prepaid, please mail your check or money order to:  
Mail Box & Postal 80 W. Sierra Madre Blvd., Sierra Madre, CA 91024

**Credit Card Authorization**

I authorize Mail Box & Postal to charge my credit card for all services and transactions for which I agreed upon in this contract.

Credit Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Zip Code of billing address \_\_\_\_\_  
Type of Card: Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express \_\_\_\_\_  
V code # \_\_\_\_\_ ( last 3 or 4 digits located on the back of card )  
AMEX security code \_\_\_\_\_ (4 digits on the right above card numbers)  
Credit c. billing address \_\_\_\_\_

Customer Signature \_\_\_\_\_

Print Name as it appears on the card \_\_\_\_\_

\* Please note that your mail will be forwarded upon credit card authorization.

**FAX THIS FORM AND MAIL THE ORIGINAL TO:**

**MAIL BOX & POSTAL 80 W. Sierra Madre Blvd., Sierra Madre, CA 91024, FAX: (626) 836-6675**

For assistance or questions, please call any of our centers or Email:  
[info@mailboxandpostal.com](mailto:info@mailboxandpostal.com)

**SMALL MAILBOX**

<b>3 months</b>	<b>\$60</b>
<b>6 months</b>	<b>\$102</b>
<b>12 months</b>	<b>\$180</b>

**MEDIUM MAILBOX**

<b>3 months</b>	<b>\$75</b>
<b>6 months</b>	<b>\$132</b>
<b>12 months</b>	<b>\$240</b>

**LARGE MAILBOX**

<b>3 months</b>	<b>\$90</b>
<b>6 months</b>	<b>\$162</b>
<b>12 months</b>	<b>\$288</b>

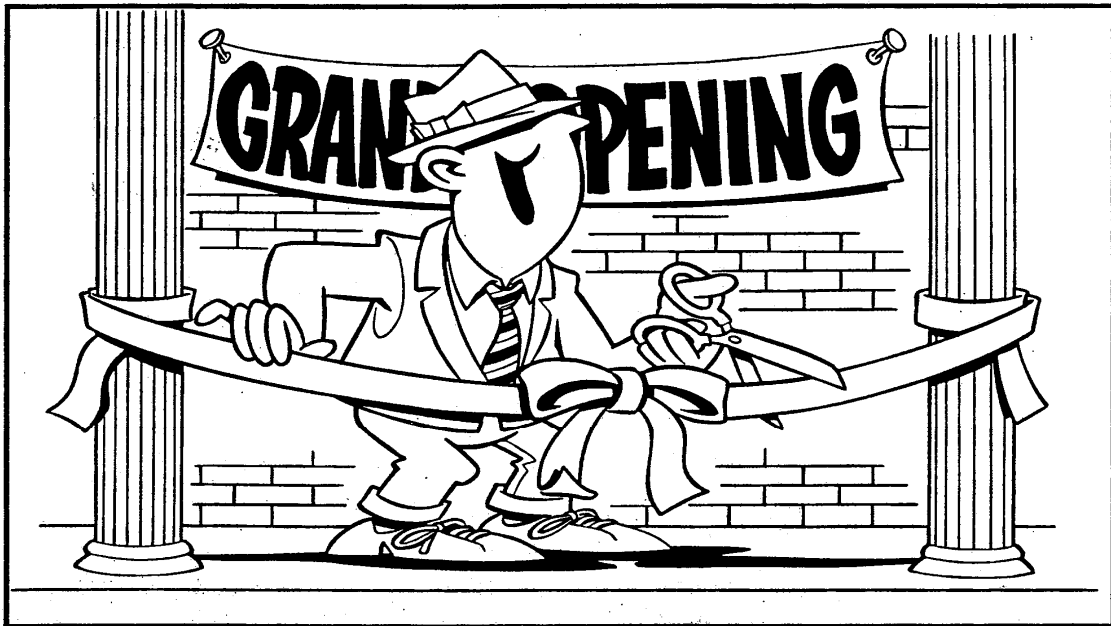
**NEW CUSTOMERS ONLY:**

In addition to your mailbox rent, please add \$10 for a one-time setup fee.

\* Mailbox size and/or price are subject to change based on volume of mail.

# STARTING A NEW BUSINESS?

**“ WE CAN HELP ”**



**File Your DBA Here!**  
( Fictitious Business Name Filing )

- BUSINESS CARDS
- BUSINESS STATIONARY
- COMMERCIAL ADDRESS
- COPY & FAX SERVICE
- HIGH VOLUME MAIL
- EXPRESS DELIVERY SERVICE

*“LET US BE YOUR OFFICE  
AWAY FROM YOUR HOME OR OFFICE”*

**MAIL  
BOX** & POSTAL

[www.mailboxandpostal.com](http://www.mailboxandpostal.com)