

## Ship Rite Application for Mailbox Rental

Please sign and fill out all the areas required.

This agreement made \_\_\_/\_\_\_/\_\_\_ by and between \_\_\_\_\_, hereinafter referred to as "Application", and Ship Rite, shall be governed by these terms to which the party agrees.

1. By completing this form and the USPS Form 1583, a copy of which will be made available to the USPS, applicant appoints Ship Rite as agent for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once a month or make arrangements, in advance, with Ship Rite. For physical mailboxes, Ship Rite will provide a key and for an additional fee, 24 hour access to the physical mailbox. Should the applicant appoint another person to collect mail, Ship Rite shall assume that possession of a key is evidence of authority to collect mail.
2. Once mail has been placed in the assigned physical mailbox, the mail shall be deemed to have delivered and Ship Rite shall not be responsible for loss, theft or damage. Ship Rite is not responsible for failure of the USPS to deliver mail or deliver it in a timely manner and in undamaged condition.
3. Applicant agrees to use services in accordance with Ship Rite rules and in compliance with all USPS regulations. Failure to do so may result in cancellation of service without notice, refund or mail forwarding.
4. Information provided by applicant will be kept confidential and will not knowingly be disclosed without the applicant's prior consent, except for USPS and law enforcement, including city, county, state and federal agencies.
5. Per USPS regulations, certified, registered, insured or C.O.D. mail or parcels will be accepted by Ship Rite on behalf of applicant. Full payment of C.O.D. charges must be made to Ship Rite prior to acceptance of C.O.D. packages.
6. Ship Rite mailbox fees are due and payable in advance and notice will be emailed and/or placed in applicant's mailbox. No other notice will be required. Failure to pay such fees when due may result in a disruption or cancellation of your service along with holding of any mail and/or packages until account is in good standing. Ship Rite does not provide refunds in the event of early cancellation by applicant. Customer agrees to pay a \$15 late fee if payment is not received within 10 days of its due date.
7. Digital mailbox holders hereby give Ship Rite consent to open mail and complete tasks for the mailbox holder as directed by the mailbox holder through the digital platform(s) in use.
8. Upon termination of services by Ship Rite or failure to pay rent in advance by application, Ship Rite shall not make applicants mail available without payment. At termination of service, applicant may have their mail forwarded for a period of 6 months as long as the account is in good standing.
9. Mail should be addressed as follows:

RENTER'S NAME  
10810 N TATUM BLVD 102-\_\_\_\_\_(BOX#)  
PHOENIX, AZ  
85028

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

COMPANY NAME(S) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_