

# M&M MAIL SERVICES

## PRIVATE MAILBOX RENTAL AGREEMENT APPLICATION

This Agreement made (date) \_\_\_\_\_ by and between (name and address of applicant) \_\_\_\_\_

hereinafter referred to as "Applicant", and M&M Mail Services at 2515 E. Thomas Rd. Ste. 16 Phoenix, AZ 85016, hereinafter referred to as "TripleMs and/or M&M Mail Services", shall be governed by these terms to which each party agrees:

- Section I.** Applicant agrees no mail will be released until USPS form 1583 along with two (2) photocopy of acceptable ID's is notarized and returned to M&M Mail Services office.
- Section II.** M&M Mail Services will provide the USPS form 1583 and instructions at time of signup and upon request at any time. A copy of USPS Form 1583 can be found in our website in PDF format document at [www.mmmailservices.com/forms/usps1583](http://www.mmmailservices.com/forms/usps1583), or can be downloaded from USPS at [www.about.usps.com/forms/ps1583.pdf](http://www.about.usps.com/forms/ps1583.pdf)
- Section III.** By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints TripleMs as agent for the receipt for a period not to exceed that for which rent has been paid in advance.
- Section IV.** Applicant will pick up mail at least twice a month or make other suitable arrangements with TripleMs.
- Section V.** TripleMs will provide a lockbox key or combination (applies to local walk-in clients only) to applicant who may obtain his mail during the business hours posted by TripleMs. Should applicant appoint another person or organization, TripleMs shall assume that possession of a key is evidence of authority to collect mail.
- Section VI.** The key loaned to applicant (applies to local walk-in clients only) shall require a refundable cash deposit, and remains the property of TripleMs and shall not be duplicated or modified by applicant.
- Section VII.** The key deposit shall be refunded upon return of the key within thirty business days of conclusion of service.
- 1) **Exception:** The lockbox keys and any requested extra keys by Applicant (s) will not be refunded for any reasons.
- Section VIII.** Applicant understands that the relationship of the parties hereto is one of bailment & not landlord and tenant.
- Section IX.** Applicant will be charged a \$2 fee for mail pickup, if applicant is registered as a "mail-forwarding" client, and has not signed up for local box rental service for the same mailbox.
- Section X.** Once M&M Mail Services has placed applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and M&M Mail Services shall not be responsible for loss, theft or damage.
- Section XI.** M&M Mail Services 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.
- Section XII.** Applicant agrees to use services in accordance with M&M Mail Services 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.
- Section XIII.** 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 M&M Mail Services intends to cooperate fully.
- a) Law enforcement is further clarified to include all cities, counties, states or federal agencies or their representatives.

### Mail will be accepted:

**In a small-sized box:** For up to two (2) persons and/or one (1) organization in a single lockbox and each must complete a USPS Form 1583 and provide photo identification.

**In a medium-sized box:** For up to five (5) persons and/or one (1) organization in a single lockbox and each must complete a USPS Form 1583 and provide photo identification.

**In a large-sized box:** For up to seven (7) persons and/or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification.

**In any-sized box:** For up to twenty-five (25) persons and/or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification. (This package is only for advertising companies and statutory agents.)

If applicant consistently receives substantially more mail than can be placed in a single lockbox, M&M Mail Services 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.

- Section XIV.** Applicant agrees to protect, indemnify and hold harmless M&M Mail Services from and against any and all claims, demands and causes of action any nature whatsoever relative to use of M&M Mail Services facilities or services.
- Section XV.** Should M&M Mail Services commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, M&M Mail Services' liability shall be limited to not more than the rental fees paid by applicant for service not yet received. M&M Mail Services shall not be liable for incidental or consequential damages.
- Section XVI.** Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels will be accepted by M&M Mail Services on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to M&M Mail Services prior to acceptance of C.O.D. packages.
- Section XVII.** M&M Mail Services 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
- Section XVIII.** M&M Mail Services does not prorate fees and does not provide refunds in the event of cancellation by applicant.
- Section XIX.** 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.
- Section XX.** The address to be used by applicant for the purpose of receiving mail is as follows:  
**Applicant's Name or Business Name**  
**PMB or # (Your Mailbox Number Goes Here)**  
**2515 E. Thomas Rd. Ste. 16 Phoenix, AZ 85016**
- Section XXI.** Upon termination of services by M&M Mail Services or failure to pay rent in advance by applicant, M&M Mail Services shall not make applicant's mail available without payment theretofore.
- Section XXII.** Applicant understands that the United States Postal service will not forward or return mail without payment, and will not accept a Change of Address.
- Section XXIII.** At termination of service, applicant, if he wishes mail forwarded after that date, shall provide M&M Mail Services with a forwarding address and pay the required fees.
- Section XXIV.** In the event applicant fails to do this, M&M Mail Services 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 M&M Mail Services as to do one of the following:

- Forward my mail to my new address listed below.
- Do not forward my mail. I understand that mail will not be forwarded and may be disposed and/or returned to senders.

\_\_\_\_\_  
M&M Mail Services Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Termination Addendum**

At termination of service, I hereby instruct M&M Mail Services 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 and/or returned to senders.

**Forwarding Address:**


**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

## M&M MAIL SERVICES Mailbox Checklist

**These Documents must mail or presented to us**

- Form 1583 filled out & notarized
- Mailbox Rental Application
- Photocopy of 2 forms of Identification
- Mail all originals including photocopy of both IDs with your payment, if by:
  - Check,
  - Money Order, or
  - Credit Card via mail or over the phone

Mail cannot be forwarded until M&M Mail Services received all originals and the required documents within fourteen (14) days from the date the document was notarized. The document must be in within the fourteen days.

**Make Payment if not already done**

- Paid By PayPal (you don't need to fill in all information below if this box is selected) OR
- Pay By Check
- Money Order
- Credit Card via mail or phone

**Rental Charges** (check only the one that is applicable you)

Mailbox Terms	Payment Terms	Small Box	Medium Box	Large Box
<input type="checkbox"/> 1 to 3 Months	<input type="checkbox"/> Monthly	<input type="checkbox"/> \$15/mo.	<input type="checkbox"/> \$25/mo.	<input type="checkbox"/> \$45/mo.
<input type="checkbox"/> 3 to 5 Months	<input type="checkbox"/> Bi-monthly	<input type="checkbox"/> \$14/mo.	<input type="checkbox"/> \$23/mo.	<input type="checkbox"/> \$42/mo.
<input type="checkbox"/> 6 to 9 Months	<input type="checkbox"/> Quarterly	<input type="checkbox"/> \$13/mo.	<input type="checkbox"/> \$20/mo.	<input type="checkbox"/> \$40/mo.

Mailbox Terms	Payment Terms	Small Box	Medium Box	Large Box
<input type="checkbox"/> 2 to 5 Years	<input type="checkbox"/> 3 months	<input type="checkbox"/> \$30	<input type="checkbox"/> \$36	<input type="checkbox"/> \$45
<input type="checkbox"/> 2 to 5 Years	<input type="checkbox"/> 6 months	<input type="checkbox"/> \$50	<input type="checkbox"/> \$66	<input type="checkbox"/> \$78
<input type="checkbox"/> 2 to 5 Years	<input type="checkbox"/> Full Year	<input type="checkbox"/> \$100	<input type="checkbox"/> \$132	<input type="checkbox"/> \$156

\* Minimum 3 Months payment term. This mailbox terms will increase every payment term or every year. If sign up for the 2 years terms your mailbox payment term will increase every renewal term by \$1.00/mo. Until you reach base current market rate.

Mailbox Rental Total Cost: \$ \_\_\_\_\_ Key Deposit: \$ \_\_\_\_\_ Forwarding Deposit: \$ \_\_\_\_\_

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

Total Paid By	For Credit Card customers
<input type="checkbox"/> Check \$ _____	<input type="checkbox"/> Visa \$ _____
<input type="checkbox"/> Money Order \$ _____	<input type="checkbox"/> MasterCard \$ _____
<input type="checkbox"/> Personal Money Order \$ _____	<input type="checkbox"/> Discover \$ _____
<input type="checkbox"/> Traveler Check \$ _____	<input type="checkbox"/> Amex \$ _____
	<input type="checkbox"/> Other Cards \$ _____

**Credit Card Payment: Name on Card:** \_\_\_\_\_

**Credit Card Statement Address:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **CVV Security Code:** \_\_\_\_\_

Before processing your card, we will contact you for the 3-digit code on the back, used for verification. **TO CUT DOWN ON IDENTITY THEFT, SCAM AND FRAUD, DO NOT WRITE DOWN THE LAST FOUR DIGITS OF YOUR CARD AND THE THREE DIGITS SECURITY CODE ON THIS DOCUMENT IF NOT PRESENT AT THE TIME OF OPEN.** (APPLICABLE TO BY MAIL APPLICATION ONLY)

**NOTE:** There is a 12% surcharge for online payments received by PayPal or credit card. If paying via PayPal or credit card, please add 12% to your total amount or you will be invoiced for this surcharge. This only effects payment made with any major credit card for online or in person transactions; there is no surcharge on invoices for service paid via checks, money orders, travelers check, and online bill pay thru your bank or cash.

**Your Approval Signature Is Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

We will call you with your new secured private mailbox address number. Use PMB or # \_\_\_\_\_ Page 3

## 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>

**Your New Private & Secure Mailbox Number:** \_\_\_\_\_

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:

**M&M Mail Services**  
**2515 E. Thomas Rd. Ste. 15**  
**Phoenix, AZ 85016**

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 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 to the Notary Public two (2) of the following forms of identifications and one must be a photo id.

Acceptable Photo ID	Acceptable Non-photo ID	
Valid driver's license	Voter registration card	Child Support Card Statement
Valid state issued ID	Vehicle registration card	Medical Prescription Card
Armed Forces ID	Home or Vehicle Insurance Policy	Medical Insurance Card
Government issued ID	Utility or Cable Bill	University or College ID
Alien Registration card	Current lease, Mortgage Statement	Recognized Corporate ID
Passport Card or Book	Bank Account Statement or Deed	Other Photo or Non-Photo IDs

### WE CANNOT USE CREDIT & SOCIAL SECURITY CARD, OR BIRTH CERTIFICATE AS IDs FOR THE USPS PS FORM 1583

9. If Business, enter the Name of the business and attach the corporation certificate/document if applicable.
10. Business Address. Not our store address, your physical business address
11. Kind of Business.
12. Name of everyone in business that receives mail. (Reminder, each person needs a separate **1583 with two forms of IDs**)
13. More than 3 names may incur additional services charges. Call us for details.
14. List Officers (attach document and all officers may require to provide two forms of IDs)
15. Where registered
16. **NOTARY SIGNATURE & SEAL** (not necessary if this form is delivered in person to **M&M Mail Services'** store)
17. 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.

<p>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.)</p>	<p>3a. Address to be Used for Delivery (No., street, apt./ste. no.) <b>2515 E. Thomas Rd., Ste. 16 -</b></p>						
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">3b. City <b>Phoenix</b></td> <td style="width:15%;">3c. State <b>AZ</b></td> <td style="width:35%;">3d. ZIP + 4® <b>85016-7946</b></td> </tr> </table>	3b. City <b>Phoenix</b>	3c. State <b>AZ</b>	3d. ZIP + 4® <b>85016-7946</b>			
3b. City <b>Phoenix</b>	3c. State <b>AZ</b>	3d. ZIP + 4® <b>85016-7946</b>					
<p>4. Applicant authorizes delivery to and in care of:</p> <p>a. Name <b>M&amp;M&amp; Mail Services</b></p> <p>b. Address (No., street, apt./ste. no.) <b>2515 E. Thomas Rd. Ste. 16</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">c. City <b>Phoenix</b></td> <td style="width:17%;">d. State <b>AZ</b></td> <td style="width:50%;">e. ZIP + 4 <b>85016-7946</b></td> </tr> </table>	c. City <b>Phoenix</b>	d. State <b>AZ</b>	e. ZIP + 4 <b>85016-7946</b>	<p>5. This authorization is extended to include restricted delivery mail for the undersigned(s):</p>			
c. City <b>Phoenix</b>	d. State <b>AZ</b>	e. ZIP + 4 <b>85016-7946</b>					
<p>6. Name of Applicant</p>	<p>7a. Applicant Home Address (No., street, apt./ste. no)</p>						
<p>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.</p> <p>a.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">7b. City</td> <td style="width:25%;">7c. State</td> <td style="width:25%;">7d. ZIP + 4</td> </tr> <tr> <td colspan="3">7e. Applicant Telephone Number (Use area code)</td> </tr> </table>	7b. City	7c. State	7d. ZIP + 4	7e. Applicant Telephone Number (Use area code)		
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7e. Applicant Telephone Number (Use area code)							
<p>b.</p> <p>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.</p>	<p>9. Name of Firm or Corporation</p> <p>10a. Business Address (No., street, apt./ste. no)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">10b. City</td> <td style="width:25%;">10c. State</td> <td style="width:25%;">10d. ZIP + 4</td> </tr> <tr> <td colspan="3">10e. Business Telephone Number (Include area code)</td> </tr> </table> <p>11. Type of Business</p>	10b. City	10c. State	10d. ZIP + 4	10e. Business Telephone Number (Include area code)		
10b. City	10c. State	10d. ZIP + 4					
10e. Business Telephone Number (Include area code)							
<p>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.)</p>							
<p>13. If a CORPORATION, Give Names and Addresses of Its Officers</p>	<p>14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.</p>						
<p>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)</p>							
<p>15. Signature of Agent/Notary Public</p>	<p>16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)</p>						

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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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