

**Moonridge Outpost
Big Bear's State-of-the-Art Mail Center
P.O. Box 1749 - 42592 Moonridge Rd.
Big Bear Lake, CA 92315
Phone: 909 585-5957 Fax: 909 585-1355**

Mail Box Rental Application

Applicant's Name _____

Physical Address _____

Home Phone _____ Work Phone _____

Driver's License# _____ Exp. Date ____/____/____

Second ID Type _____ ID # _____ Exp. Date ____/____/____

Credit Card Information:

Number: _____ Exp. Date: _____ VPN: _____

Name of additional Applicant's to be registered:

1. Name _____ Phone # _____

2. Name _____ Phone # _____

OFFICE USE ONLY

Box Type _____ Box # _____ Date Open ____/____/____

Key Deposit \$ _____ Processing fee \$ _____ Monthly Rate \$ _____

Amount Due \$ _____ Payment Method _____ Date Pd. ____/____/____

Access Card Key# _____ Key Qty. _____ Key Return Date ____/____/____

Date Box Closed: ____/____/____ Date Deposit Refunded ____/____/____

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 Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of Form 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 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 Form 1583 for EACH applicant. Spouses may complete and sign one Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)</p>	<p>3. Address to Be Used for Delivery Including ZIP + 4 <i>P.O. Box 1749 Pmb Big Bear Lake, Ca 92315-1749</i></p>
<p>4. Applicant Authorizes Delivery to and in Care of (Name, address, and ZIP Code of agent) <i>Moonridge Outpost P.O. Box 1749 Big Bear Lake, Ca 92315</i></p>	<p>5. This Authorization Is Extended to Include Restricted Delivery Mail for the Undersigned(s)</p>
<p>6. Name of Applicant</p>	<p>7. Applicant Home Address (Number, street, city, state, and ZIP Code)</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>Telephone Number ()</p>
<p>a.</p>	<p>9. Name of Firm or Corporation</p>
<p>b.</p>	<p>10. Business Address (Number, street, city, state and ZIP Code)</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 or 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>Telephone Number ()</p>
<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 and ages of minors receiving mail at their delivery address.)</p>	<p>11. Kind of Business</p>
<p>13. If a CORPORATION, Give Names and Addresses of Its Officers</p>	<p>14. If Business Name of The Address (Corporation or Trade Name) Has Been Registered, Give Name of County and State, and Date of Registration.</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>

APPLICATION FOR MAILBOX RENTAL

This agreement made _____ by and between _____ of _____, hereinafter referred to as "Applicant" and MOONRIDGE OUTPOST hereinafter referred to as "Mail Service", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, a copy of which shall be made available to the United States Postal Service, applicant appoints Mail Service as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant is expected to pick up mail at least once each month or make other suitable arrangements, in advance, with Mail Service. Mail Service will provide a key to a lockbox from which applicant may obtain his or her mail. Access to applicant's lockbox will be provided during the business hours posted by Mail Service. Should applicant appoint another person or organization to collect mail from Mail Service premises, applicant shall be responsible for the conduct of such person or organization. Mail Service shall assume that possession of a key is evidence of authority to collect mail.
2. The key loaned to applicant shall require a refundable cash deposit, remains the property of Mail Service and shall not be duplicated or modified by applicant. Applicant shall be refunded the key deposit upon return of the key, within ten (10) days of termination of service.
3. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
4. Once Mail Service has placed applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered to applicant, and Mail Service shall not be responsible for loss, theft or damage thereto. Mail Service 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.
5. Applicant agrees to use services in accordance with Mail Service rules and in compliance with all United States Postal regulations, as well as local, state and federal statutes regulations. Failure to do so, may result in cancellation of service without notice.
6. All information provided by applicant on this form is confidential and will not knowingly be disclosed to anyone without applicant's prior consent, except for law enforcement purposes. Mail Service intends to cooperate fully with appropriate law enforcement officials.
7. Mail will not be accepted for more than three (3) persons or organizations in a single Lockbox. In the event that applicant consistently receives substantially more mail than can be placed in a single lockbox, Mail Service reserves the right to require applicant to rent a larger size box or one more additional box. Charges for service are based upon average volume and activity. Special circumstances, e.g., may require assessment of additional fees.
8. Applicant agrees to protect, indemnify and hold harmless Mail Service from and against

- any and all claims, demands and causes of action of any nature whatsoever relative to use of Mail Service facilities or services, and any expense of Mail Service incurred in a defense against same shall be reimbursed by applicant.
9. In the event Mail Service commits or fails to commit any act which results in disruption of service to applicant, and applicant thereby suffers a loss, Mail Service's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Mail Service shall not be liable for incidental or consequential damages as a result of its performance as agent for applicant.
 10. Certified, registered, insured, or C.O.D. mail or parcels will not be accepted by Mail Service as Agent for applicant: except in these cases in which applicant specifically authorizes same in advance, and provides full, advance payment of C.O.D. charges.
 11. Mail Service 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 service. Mail Service does not prorate its' fees and does not provide refunds in the event applicant cancels service prior to it's agreed upon expiration.
 12. The address to be used by applicant for the purpose of receiving mail as follows:

 13. Upon termination of services by Mail Service or failure to pay rent in advance, Mail Service shall have not responsibility to make applicant's mail available without payment therefore. Applicant understands that the United States Postal Service will not forward Or return mail without payment, and will not accept a Change of Address. At termination of service, applicant, if he wishes to receive any mail received for him after that date, shall provide Mail Service with a forwarding address and pay the required fees for mail forwarding. In the event applicant fails to do this, Mail Service shall refuse any further mail and, in case of mail already received, retain such mail for not more than ninety (90) days, after which it will be destroyed, or returned to the Post office.

AGENT

CUSTOMER

DATE