



Postal Plus

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dba COMMONS MAIL SERVICES
Federal ID No. 26-0030197

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postalplus1@verizon.net

Private Mailbox Rental Agreement Synopsis

The following synopsis highlights only certain portions of the Private Mailbox (PMB) Rental Agreement.

Read the complete agreement for a thorough and complete understanding of agreement terms.

1. Private mailbox service(s) are for the **LESSEE'S USE ONLY**.
2. Lessee agrees Commons Mail Services will not accept mail/parcels for more than two (2) students who have SIGNED the AGREEMENT and prepaid for the private mailbox service.
3. Lessee will **NOT "LOAN"** the use of his/her Private Mailbox Service to anyone. To do so may result in the Lessee's agreement termination of service without recourse.
4. Lessee will comply with all US Postal Service Regulations as well as Federal, State, Local, and Texas A&M University statutes and regulations.
5. Commons Mail Services does not prorate its fees and does not provide refunds in the event the mailbox lessee cancels service: 1) once the service has commenced and 2) prior to its agreed expiration.
6. Unclaimed USPS mail/parcels and Common Carrier packages/parcels may be returned to sender, at sender's expense, or discarded two (2) calendar weeks after being received and unclaimed by the lessee. Two (2) calendar weeks after the Rental Agreement expires and the mailbox is closed, unclaimed USPS mail/parcels and Common Carrier packages and parcels will be returned to sender, at sender's expense, or discarded.
7. **USPS mail and packages once delivered to Commons Mail Services can not be forwarded without payment theretofore. Mail may be forwarded only if this service is requested by the lessee and payment arrangements (deposit) for the required postage or shipping required have been made in advance. The US Postal Service will not accept a 'Change of Address'.**
8. All certified, certified-return receipt, express, registered, and insured mail/parcels addressed to the Lessee will be accepted and signed for by the Commons Mail Services. **For legal notification purposes, this mail will be considered to have been delivered to the Addressee/Lessee.**

I have read and understand this is a synopsis (brief statement or outline) of the Private Mailbox (PMB) Rental Agreement and agree to its terms and statements. Complete details are contained in the Private Mailbox (PMB) Rental Agreement.

Lessee Signature

Date: _____

March 09