

Goin' Postal Bellevue

14725 NE 20th Street Suite D
Bellevue WA 98007-3732
GoinPostalBellevue@Gmail.com
tel: (425) 747 – 8222 | fax: (425) 747 - 8250

Complete PS 1583 Form.

Yellow Highlights to completed by New Applicant.

Green highlights: Completed by Notary if New Applicant is unable to come to Goin' Postal Bellevue.

1. Date (Month / Day / Year)

2. Applicant's full name or Company Name

3. Goin' Postal Bellevue Address used for delivery (Your box number will be issued when payment is completed)

4. Goin' Postal Bellevue Address

5. Sign if only you authorize Goin' Postal Bellevue to accept restricted mail.

➤ Examples of restricted mail: Certified Mail, COD, Signature required, etc.

6. Your Name

7. Your Home Address and Your Phone Number.

8. Types of ID documents. New Applicant please provide copies of your 2

documents along with the 1583 form. **NOTE: the Agent or Notary must write in identifying information. Subject to verification.**

➤ Two types of identification are required. One must contain a photograph of the addressee(s). SOCIAL SECURITY CARDS, CREDIT/DEBIT CARDS, AND BIRTH CERTIFICATES ARE UNACCEPTABLE AS IDENTIFICATIONS.

➤ 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
- home or vehicle insurance policy.

9. Name of Firm or Corporation, if applicable (Only for business accounts)
 10. Business address and phone number, if applicable (Only for business accounts)
 11. Kind of Business, if applicable (Only for business accounts)
 12. Name of authorized business recipients OR name of minors receiving mail, if applicable.
 13. Name and Address of officers or business owners, if applicable (Only for business accounts)
 14. Name of Registration, Address of registration.
 15. Signature of Agent or Notary Public
 16. Applicant's signature (You must sign either in front of agent or Notary)
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How to Complete *Application for Mailbox Rental Form*

See all highlighted portions on attachment.

- Today's date and applicant's name.
- Key deposit is \$25 otherwise write 0
- Please initial
- Sign and date

What's Next?

Email, Fax, or Hand Deliver the completed forms including 2 copies of your identifications. After checking the forms, a phone call or email follow up will proceed and payment will be due based upon your term selection.

Hand delivery will expedite the process. You can obtain your new mailing address on the spot. Note: applicant on form can do this. No third party allowed.

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APPLICATION FOR MAILBOX RENTAL

The address best used by the Applicant is as follows:

14725 NE 20th Street
Suite D PMB#
Bellevue Washington 98007-3732

Rental Term: _____

Rental Fee: _____

This agreement made on _____ between _____, "Applicant", and Goin' Postal, shall be governed by these terms to which each party agrees:

By completing this agreement and United States Postal Service Form 1583, a copy of which will be made available to the United States Postal Service, Applicant appoints Goin' Postal as his/her agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Goin' Postal will provide access to Applicant's mailbox by loaning a key to his/her mailbox for which the Applicant will pay a deposit of \$ _____ (dollars).

The keys loaned to the Applicant remain the property of Goin' Postal and shall not be duplicated or modified in any way by the Applicant. Applicant shall be refunded the key deposit upon the return of the keys within ten (10) days of the termination of his/her agreement. Failure to return the keys within ten (10) days will automatically forfeit the key deposit. Possession of a mail receiving key shall be considered valid evidence that the possessor is duly authorized to remove any contents from any mail receiving provided under this Agreement. Applicant understands that Goin' Postal facilities and services may not be used for any illegal or illegitimate purposes or for any purposes prohibited by U.S. postal regulations.

Once Applicant's mail has been placed in his/her assigned mailbox, the mail shall be deemed to have been delivered to Applicant. Goin' Postal shall not be responsible for failure of the United States Postal Service to deliver mail, or to deliver it at a particular time, or in undamaged condition. Applicant agrees to use the provided services in accordance with these 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.

Applicant agrees that Goin' Postal may terminate or cancel this Agreement for good cause at any time by providing Applicant thirty (30) day written notice. Good cause shall include, but is not limited to: abandonment; use for criminal, illegal or illegitimate activity; failure to pay monies owed Goin' Postal; use of mail receiving inconsistent with this Agreement, including receipt of unreasonable volume of mail; and non-performance of the terms of this Agreement. Renewal of this Agreement for additional terms shall be at Goin' Postal's sole discretion.

All information provided by the Applicant on this form is confidential and will not be disclosed to anyone without the Applicant's prior consent, except for law enforcement purposes. Goin' Postal intends to cooperate fully with appropriate law enforcement officials in the event of any investigation, including but not limited to access to mailbox, and packages and mail contained within it. In the event that the Applicant consistently receives substantially more mail than can be placed in his/her assigned mailbox, it may be required that the Applicant rent a larger size mailbox or additional mailboxes.

Applicant agrees to protect, indemnify and hold harmless Goin' Postal, its owners, agents, and employees from and against any and all claims, demands, and causes of action of any nature whatsoever relative to the use of facilities and services provided, including without limitation, any demands, claims and causes of action for personal injury or property damage arising from such use or possession; from damage to or loss of mail receiving contents by any cause whatsoever and from any violation by customer of applicable federal, state or local laws. Any expense incurred in the defense against Goin' Postal shall be reimbursed by the Applicant. **APPLICANT HEREIN AGREES THAT THE TOTAL LIABILITY OF GOIN' POSTAL FOR ANY AND ALL CLAIMS IS LIMITED TO \$50.00 REGARDLESS OF THE NATURE OF THE CLAIM (INITIAL _____).**

Certified, registered and insured mail or parcels will be accepted unless otherwise notified by Applicant. Any postage due letters or parcels will be returned to sender. C.O.D. parcels will be accepted only if full payment of C.O.D. shipments is paid for in advance. In the event that Goin' Postal commits or fails to commit any act which results in the disruption of service to the Applicant, and the Applicant hereby suffers a loss, Goin' Postal shall be liable to no more than rental fees paid by the Applicant for service not yet rendered. Goin' Postal shall not be liable for incidental or consequential damages as a result of its performance as agent for Applicant.

Fees for mailbox rental are due and payable in advance. Failure to pay fees when due may result in disruption or cancellation of services. Goin' Postal does not prorate its fees and does not provide refunds in the event the Applicant cancels service prior to its agreed upon expiration. Upon termination of services by Goin' Postal for failure to pay rent in advance, Goin' Postal shall have no responsibility to make Applicant's mail available without payment. Applicant understands that the United States Postal Service will not forward his/her mail via "address change form" and will not return to sender. At termination of service if Applicant wishes to receive any mail delivered to this location, he/she must provide a forwarding address and a deposit for mail forwarding fees. In the event the Applicant fails to comply, Goin' Postal shall retain any such mail for not more than thirty (30) days, after which it will be destroyed, returned to sender or whatever Goin' Postal deems necessary.

Signature of Goin' Postal Mailbox Applicant

Date