

MAIL CALL
1000 CORDOVA PLACE
SANTA FE, NM 87505

505.988.2522
www.mailcallsf.com

WELCOME TO MAIL CALL! MAILBOX RENTAL APPLICATION

The following instructions will guide you through the application process:

1. Please complete the **CONTACT INFORMATION & MAILBOX PREFERENCE FORM**.
2. Please read, sign and date the **MAILBOX RENTAL AGREEMENT** form. Include anyone else you would like authorized to receive mail to your mailbox in the space provided on the second page. Please make note if any are minors. Also, include any business names in which you will be receiving mail. Do not fill in the mailbox number or door code, we will do that once all of the paperwork has been received & processed.
3. **1583 FORM - PLEASE FILL IN THE FOLLOWING NUMBERED SECTIONS: #2, #6, #7a-e. YOUR SIGNATURE IS REQUIRED ON #5 & #16** (#5 allows us to sign on your behalf for mail requiring a signature & #16 authorizes us to receive mail here in your name). A separate 1583 form is also required for each additional adult you wish to have added to your mailbox. Please note minors and businesses are exempt from providing 1583 forms.

4. **PLEASE HAVE A NOTARY SIGN AND STAMP BOX #15** for all 1583 forms (This step is only necessary if you are not applying in person).

5. Please **PROVIDE US WITH A COLOR & NOTARIZED COPY OF 2 FORMS OF ID** for each adult receiving mail to your box. At least one ID must have a photo such as a Driver's licence, a State ID card or a Passport. Acceptable IDs include:
 - a. Valid driver's license or state non-driver's ID card.
 - b. Military, government, university, or recognized corporate ID.
 - c. Passport, alien registration card, or certificate of naturalization.
 - d. Current lease, mortgage, or deed of trust.
 - e. Voter or vehicle registration card.
 - f. Home or vehicle insurance policy.
 - g. Health insurance card

We are not permitted to use credit cards, birth certificates or social security cards as IDs

6. **PLEASE SUBMIT YOUR FULLY COMPLETED APPLICATION BY MAILING IT TO US AT :**

Mail Call - Attn: Mailbox Application
1000 Cordova Pl
Santa Fe, NM 87505

We recommend using a tracked service such as Priority Mail or Fedex/UPS

If you have any questions please don't hesitate to either call us at 505.988.2522 or email us at info@mailcallsf.com.

CONTACT INFORMATION & MAILBOX PREFERENCE

Name:

Phone Number:

(A member of the Mail Call team will call you upon receipt of this application to set you up with your mailbox number.)

Email address:

How would you like to be notified when your packages are ready for pickup?

- Email
- Text _____

Preferred mailbox size (all sizes may not be available):

- Small (\$21/mo)
- Medium (\$24/mo)
- Large (\$29/mo)

I wish to sign up for a term of:

- 3 months (minimum for new mailboxes)
- 6 months
- 12 months (\$2 discount per month)

There will be a one time \$10 setup fee

Month to Month term available after initial set up

MAILBOX RENTAL AGREEMENT

Box # _____

This Agreement made on (date) _____ by and between (your name) _____, hereinafter referred to as "Applicant," and "Mail Call" shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints Mail Call as agent for the receipt for a period not to exceed that for which rent has been paid in advance. **Applicants will pick up mail at least once each month or make other suitable arrangements.** Mail Call will provide a lockbox key to the applicant. Should an applicant provide a key to another person or organization, Mail Call shall assume that possession of the key is evidence of authority to collect mail and packages.
2. **Packages are processed in the order they are received. Mail Call employees cannot search for unprocessed packages that may have been delivered.** Once Mail Call has placed applicant's mail or package notice in the assigned mailbox, or Mail Call has emailed/texted notifications, the mail or package shall be deemed to have been delivered. Mail Call is not engaged in the delivery of mail or packages and cannot be responsible for failure of the carriers to deliver mail or packages or to deliver in a timely fashion or undamaged condition
3. **Applicant understands that all packages and letters received with tracking information must be processed through the Mail Call inventory system.** Additionally, Mail Call reserves the right to determine that a package or letter without tracking information should also be processed through the inventory system. Mail Call will not put these items in the applicant's mailbox regardless of the size of the mailbox or package
4. **Applicant understands that 25 packages received per month are included with mailbox service. More than this amount received in a one month period is subject to a \$1 per package fee billed at the beginning of the following month.**
5. Applicant agrees to use services in accordance with Mail Call rules and in compliance with all US 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. Suspicions of illegal operations being conducted utilizing the Mail Call boxes will be reported to the New Mexico State's Attorney office.
6. Information provided by the applicant will be kept confidential and will not knowingly be disclosed without the applicant's prior consent, except for law enforcement or postal operation purposes, in which case Mail Call intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
7. Mail will not be accepted for more than seven (7) persons or organizations in a single lockbox and **each recipient must complete a USPS Form 1583 and provide required identification.**
8. **If a mailbox holder consistently requires an overflow bin due to an extremely high volume of mail, or lack of consistent pick up, an overflow bin fee may be assessed.** Charges for service are based upon volume and activity. Special circumstances, e.g. high number of parcels, etc. may require assessment of additional fees.
9. **Applicant agrees that standard size parcels or overflow mail will be retrieved within 1 month of delivery, extra large or freight parcels will be retrieved within 48 hours of delivery, and perishable parcels within 24 hours of delivery.** Monitoring of any perishable parcels is the sole responsibility of the applicant.
10. Applicant agrees to protect, indemnify and hold harmless Mail Call from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Mail Call facilities and services.
11. Should Mail Call commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, Mail Call's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Mail Call shall not be liable for incidental or consequential damages.
12. **Per USPS regulations, All Certified, Insured, or C.O.D. Mail or Parcels will be accepted by Mail Call on behalf of the applicant.** Full advance payment of C.O.D. charges must be made to Mail Call *prior to acceptance* of C.O.D. packages.

13. Mail Call 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 late fees, disruption or cancellation of services.** Mail Call does not prorate fees when services are cancelled. Currently notices are delivered on or about the 20th of the month with payment due on the 1st of the approaching month.
15. **Applicant shall use only the address designation of "PMB" or "#"** to designate their box number. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of "PO BOX," "SUITE," "DEPT," "APT," or other designators. The US Postal Service may refuse to deliver any piece of mail improperly addressed. Applicant is responsible for notifying correspondents of the above address.
16. **Upon termination of service by Mail Call or failure to pay rent in advance by applicant, Mail Call shall not make applicant's mail available without payment.**
17. **Applicant understands that the US Postal Service will NOT forward or return mail without payment and will not accept a "Change of Address" from a private mail center address (businesses such as Mail Call).**
18. **The applicant's mailbox must remain open and in good standing for the duration of any forwarding required by the applicant. For all forwarding requests, the applicant shall provide Mail Call with a forwarding address and pay the required fees.** No third party billing or supplied postage will be accepted for postage fees. In the event the applicant fails to do this, Mail Call shall refuse any further mail and, in the case of mail already received, will handle such mail in accordance with USPS DMM D042.2.6 regulations. **Any mail and packages received for the applicant after termination of service will be returned to sender.**

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 USPS privacy policies, see the privacy link on usps.com

Additional Authorized Recipients:

Please Note: The postmaster general requires *all persons* to fill out a USPS 1583 form in order to receive mail *unless* mail is sent to them *in care of* a mailbox holder who has already filled out the USPS 1583 form. **Organizations and children under 18 years of age are the only exceptions to this requirement.**

(Please print)

1. _____
2. _____
3. _____
4. _____
5. _____

Your new address:

1000 Cordova PI
 PMB _____
 Santa Fe, NM 87505

Door code: _____

keys provided: _____

Signature: _____

Date: _____

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.

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.)		3a. Address to be Used for Delivery (Include PMB or # sign.) 1000 Cordova PI PMB _____		
		3b. City Santa Fe	3c. State NM	3d. ZIP + 4® 87505-1725
4. Applicant authorizes delivery to and in care of: a. Name Mail Call		5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
b. Address (No., street, apt./ste. no.) 1000 Cordova PI				
c. City Santa Fe		d. State NM	e. ZIP + 4 87505-1725	
6. Name of Applicant		7a. Applicant Home Address (No., street, apt./ste. no)		
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. a. b.		7b. City		7c. State
		7d. ZIP + 4		
		7e. Applicant Telephone Number (Include area code)		
		9. Name of Firm or Corporation		
		10a. Business Address (No., street, apt./ste. no)		
		10b. City		10c. State
		10d. ZIP + 4		
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.		10e. Business Telephone Number (Include area code)		
		11. Type of Business		
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.)		13. If a CORPORATION, Give Names and Addresses of Its Officers		
		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.		
15. Signature of Agent/Notary Public		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)		

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).

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