

Thank you for your interest in renting a private mailbox with Pony Express. Please complete the following forms, sign them where indicated and either fax or mail them back to us along with copies of the required two (2) pieces of identification. Please also indicate which size of mailbox you wish to rent, for what period of time, and how many keys you will need (both mailbox keys and door keys).

Upon receipt of all necessary documentation from you, we will assign a mailbox to you and contact you with your mailing address so that you may begin having your mail sent to this address. At that time we will get your credit card information for billing of the charges. Please let us know how to contact you to provide this information.

When you arrive in Redmond, please stop into Pony Express so that we can provide you with the necessary keys.

If you have any questions about any of these forms or about any of our services, please do not hesitate to contact us either by e-mail (redmondpony@hotmail.com), by fax (425-644-7670) or by telephone (425-644-7669).

We look forward to working with you.

PONYEXPRESS

Mail & Business Center
15127 NE 24th Street
Redmond, WA 98052
Phone: (425)644-7669
Fax: (425)644-7670
Email: redmondpony@hotmail.com

OFFICE USE ONLY			
Box #	_____	Opening Date	_____
Initial Rental Period	_____	months	
Deposits:	Box rent		\$ _____
	Box Keys _____	@\$2.50 ea.	\$ _____
	Door Keys _____	@\$2.50 ea.	\$ _____
	Other		\$ _____
	TOTAL		\$ _____
Closing date	_____		
Customer Request	_____	Non-Payment	_____

MAILBOX APPLICATION

Name: _____

Address: Street: _____

City _____ State: _____ Zip: _____

Phone:* Home _____ Work _____ Cell _____

*Please indicate preferred contact number

E-Mail Address: _____

Employer: _____

If box is being rented for business purposes:

Name of Business _____

Address _____

Phone _____

Names under which mail will be received:

Other Instructions: _____

APPLICATION FOR MAILBOX RENTAL

This agreement made this date _____ by and between _____ hereinafter referred to as "Applicant" and *PONYEXPRESS MAIL & BUSINESS CENTER*, hereinafter referred to as "Pony Express", 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 Pony Express as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements in advance with Pony Express. Pony Express will provide a lock box key to applicant who may obtain his mail during the business hours posted by Pony Express. Should applicant appoint another person or organization to collect mail, applicant shall be responsible for the conduct of such person or organization. Pony Express shall assume that possession of a key is evidence of authority to collect mail.
2. The key(s) loaned to applicant shall require a refundable cash deposit upon receipt. The keys shall remain the property of Pony Express and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key within 10 days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
3. Once Pony Express has placed applicant's mail in the assigned lock box the mail shall be deemed to have been delivered and Pony Express shall not be responsible for loss, theft or damage. Pony Express 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.
4. Applicant agrees to use services in accordance with Pony Express 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.
5. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement purposes, in which case Pony Express intends to cooperate fully.
6. Mail will not be accepted for more than two (2) persons or organizations in a single lock box and each must complete a USPS Form 1583 and provide photo ID. If applicant consistently receives substantially more mail that can be placed in a single lock box, Pony Express reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for service are based on average volume and activity. Special circumstances require assessment of additional fees. Receipt of parcels delivered through a private carrier may be assessed additional per parcel handling fees. All additional fees are payable at the time service is rendered. 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 24 hours after delivery and that no hazardous or dangerous material will be delivered to applicant.
7. Applicant agrees to protect, indemnify and hold harmless Pony Express from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Pony Express facilities or services, and any expense incurred by Pony Express in defense against same shall be reimbursed by applicant.
8. Should Pony Express commit or fail to commit any act which results in disruption of service and applicant thereby suffers a loss, Pony Express's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Pony Express shall not be liable for incidental or consequential damages.
9. Certified, registered and insured. mail or parcels will be accepted by Pony Express. C.O.D parcels will be accepted only in those cases in which applicant provides full advance payment of C.O.D. charges. Restricted Delivery mail will be accepted only in those cases in which the applicant has given Pony Express specific authorization by signing in box 5 of PS1583 form.

10. Pony Express fees are due and payable in advance and notice thereof will be placed in applicant's lock box. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Pony Express does not provide refunds in the event of cancellation by applicant prior to expiration of the rental period.

11. Pony Express reserves the right to refuse mailbox rental services or to refuse renewal mailbox rental services at its option.

12. The address to be used by applicant for the purpose of receiving mail is as follows:

(Applicant's Name or Business Name)
PMB (or) #
15127 NE 24th Street
Redmond, WA 98052-5547

This is the only form of address acceptable to the United States Postal Service.

13. Upon termination of services by Pony Express or failure to pay rent in advance by applicant, Pony Express shall not make applicant's mail available without payment therefore. Applicant understands that upon termination of mailbox rental services, 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 understands that they will be required to notify each person, individually, of any change of address. If applicant wishes mail forwarded after termination, they must provide Pony Express with a forwarding address and pay the required fees. Applicant's failure to do this shall be considered instructions to Pony Express that no forwarding of applicant's mail is desired and Pony Express shall refuse any further mail addressed to the applicant and, in the case of mail already received, handle such mail in accordance with USPS DMM D042.2.6 regulations.

Applicant: _____

Agent: _____

Instructions for completion of PS Form 1583

- Box 1** Enter date of application
- Box 2** Enter ALL names in which mail will be received, including maiden names, business and personal names (NOTE: Each individual whose name is entered here must provide two pieces of identification)
- Box 3** Nothing to complete.
- Box 4** Nothing to complete.
- Box 5** Sign here if you wish to have Pony Express accept Restricted Delivery items. This does not mean regular Certified, Insured, or Registered Mail – we must accept all of these items. Restricted Delivery is a separate, more expensive service that mailers use to have only the addressee sign for a mailpiece.
- Box 6** Name of applicant. This name MUST match the ID asked for in box 9. If there is more than one, all must be listed here. For expediency, you may mark “same as Box 2”.
- Box 7** Your current home address and telephone number. NOTE: This cannot be the address of a commercial mail receiving agency or a P.O. box.
- Box 8** Do not fill in this portion. Fax copies of two pieces of identification to us. We will fill in this box from the information on your ID. **Please note what are considered acceptable forms of ID as shown in box 8.** You must provide two pieces of ID for every individual whose mail will be received, except for minor children.
- Box 9** If using box for business purposes, list the business name(s). If not mark N/A.
- Box 10** If using box for business purposes, give business address and telephone number. If not, mark N/A.
- Box 11** If using box for business purposes, write in the type of business. If not, mark N/A.
- Box 12** If using box for business purposes, list every individual whose name will appear on incoming mail. Include photocopies of their ID as referenced in box 8.
- Box 13** If using box for business purposes and the business is a corporation, list names and addresses of corporate officers.
- Box 14** If using box for business purposes, list the county, state and date of registration of the business name or mark N/A
- Box 15** For notary or Pony Express agent signature.
- Box 16** Signature of applicant. If this form is not signed in the presence of a Pony Express agent, it MUST be notarized. All applicants whose names appear on this form must sign in the presence of a Notary Public or Pony Express agent.

United States Postal Service®
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 (No., street, apt./ste. no.) 15127 NE 24th St., PMB	
4. Applicant authorizes delivery to and in care of: a. Name Pony Express Mail & Business Center		3b. City Redmond	3c. State WA
b. Address (No., street, apt./ste. no.) 15127 NE 24th Street		3d. ZIP + 4® 98052-5547	
c. City Redmond		d. State WA	e. ZIP + 4 98052-5547
6. Name of Applicant		5. This authorization is extended to include restricted delivery mail for the undersigned(s):	
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.		7a. Applicant Home Address (No., street, apt./ste. no.)	
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.		7b. City	7c. State
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.)		7d. ZIP + 4	
13. If a CORPORATION, Give Names and Addresses of Its Officers		7e. Applicant Telephone Number (Use area code)	
14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.		9. Name of Firm or Corporation	
15. Signature of Agent/Notary Public		10a. Business Address (No., street, apt./ste. no.)	
16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)		10b. City	10c. State
		10d. ZIP + 4	
		10e. Business Telephone Number (Include area code)	
		11. Type of Business	

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®.
