

LETTERBOX RENTAL AGREEMENT

This agreement is made this.....day of20....

between the Postmaster General and.....

of.....Telephone.....

(hereinafter called the renter) to have the services of a letter box at

- G.P.O.** **Welches Poly Clinic** **Rainbow Isles** **Blowing Point**
 West End **Other.....**

1. On payment of the charge provided for at paragraph 6, the Postmaster General will allocate a letterbox number to the renter, with the requested number of keys for which a deposit has been made as in paragraph 6.
2. The Postmaster General will ensure that all mail arriving at the General Post Office addressed to the renter(s) is placed in the box assigned. Notices for parcels, registered mail and other related information requiring the addressee's signature would be placed in the letterbox.
3. Adjustments relative to the inclusion or deletion of persons sharing the letterbox must be made in writing to the Postmaster General.
4. It is the renter's responsibility to inform his/her correspondents of his/her new mailing address. The renter should be aware that it is not the responsibility of the postal workers to redirect mail that is not properly addressed.
5. The renter must return to the General Delivery counter or Inland Mail slot any mail not belonging to him/her marked "**Not**" next to the P.O. box number or address (e.g. "**Not P.O. Box (# ----) or No longer at this address**").
6. The annual fee for the rental of a letterbox is **EC\$100.00** for a medium and **EC\$140.00** for a large. This fee is payable pro ratio on signing of this agreement and therefore on or before **31st January** of each year. A deposit of **EC\$15.00** per key is to be paid on signing this agreement. The Postmaster General will send renewal notices by **20th December** of each year.
7. Applicants residing overseas are required to pay an additional 1-year's rental as deposit for security.
8. Failure to pay rental fees by 31st January will result in your box being locked. All mail addressed to this box will be directed to the Traveling Branch service or returned to the sender. If no indication is received by 31st March, the letterbox agreement will be cancelled and the letterbox made available for rental.

9. On termination of contract all keys must be returned. Failure to return keys will result in forfeiture of deposit. Deposit will be refunded upon presentation of original receipt.
10. A request for change of lock on letterbox will be made upon payment of **EC\$50.00** fee plus **EC\$15.00** for each key. **The renter only can make this request.**
11. The renter's name and mailing address will be included in the Postal Directory, which is printed annually. A fee of **EC\$20.00** per annum must be paid if the renter wishes to have his/her name excluded from the directory.
12. It is illegal to misuse this letterbox outside of the purpose for which it has been designed. Misuse of this letterbox will result in the termination of this agreement.
13. Postal Officers are not authorized to deliver mail placed in letterboxes. To retrieve your mail you must have your key at all times. A fee of **EC\$5.00** will be charged to deliver mail to the owner of the letterbox.

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PRINT NAME

.....

SIGNATURE

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ADDRESS

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IN THE PRESENCE OF

.....

POSTMASTER GENERAL