



MAILBOXES-R-US INC

ALASKANS OWNED & OPERATED

1964 S COTTEN DRIVE
WASILLA, AK 99654

373-7568

www.mailboxes-r-us.net
info@mailboxes-r-us.net

Mailbox Rental Contract

You are renting one unit in the Cluster Box Unit (CBU) located on _____, from Mailboxes R US Inc (MBRUS). If you move or sell your house your mailbox and contract can be transferred to the new owner. A mailbox cannot be sublet or resold.

Rate & Payment:

Mailbox rental is due on the first of the month of _____. An additional prorated amount can be added to have the due date extended to a more convenient renewal month. Payments can also be made in advance for up to 2 years. A late fee of \$10.00 per month will be assessed after 30 days past due. Failure to pay rent will result in the termination of this contract. In the event a mailbox is forfeited due to lack of payment, all expenses for rekeying will be borne by the lessee and if necessary, collected via Small Claims Court.

Payment can be made with cash or check. Renewal payments can also be made online with credit or debit card. Please call to make arrangements for cash transactions. Do not send cash through the mail.

Keys:

You will receive two keys with your unit. Extra keys can be made at the local locksmith. If we are required to provide a replacement key set the cost is \$50. A replacement lock with keys is \$70.

The CBU is owned by Mailboxes R US Inc. (MBRUS), not by the Post Office. The Post Office does not have keys to the individual mailboxes in the unit. They install their own master lock in the front to access the whole unit for mail delivery and pickup. Maintenance issues with the CBU should be directed to MBRUS via email or phone call. Our contact info is listed above

Address:

The Post Office requires that you use your house & street address to receive mail in the CBU. The box number assigned to your address does NOT become part of your mailing address. Your house & street address is available from the Matanuska-Susitna Borough and is also printed on your property tax assessment or from your landlord on your renter's agreement. The USPS will approve delivery to your house address, confirm the location of your mailbox and add you to their carrier's route before you will receive mail in your new box. The USPS process can take 7-10 business days.

We will notify the USPS Carrier of which box in the CBU is assigned to your street address. Wasilla residents will be given a PS Form 5431 to fill out for us to give to the Carrier for the USPS to use in their process to set up mail delivery.

Disclaimer: Contract terms are subject change. Mailboxes-R-US does not handle mail, is not liable for lost mail or for mail placed in the unit.