

Ph:
541.485.1360

Eugene Mailbox Center, LLC

RENTAL AGREEMENT

Fax:
541.485.4529

This agreement made by and between EUGENE MAILBOX CENTER, LLC, hereinafter referred to as AGENT,
and _____ renting PMB# _____, hereinafter referred to as TENANT, recited the following:

1. Agent is the owner of certain mail boxes which are installed at the address of
1430 Willamette Street, Eugene, OR 97401-4049
and said boxes are for rent to the general public.
2. Tenant is a person interested and desirous of renting one or more of said boxes.

Therefore is agreed:

- A. The Agent, operating as a Commercial Mail receiving Agency (CMRA), shall place in said box all mail received by Agent, for the benefit of Tenant each date that mail is received from the UNITED STATES POSTAL SERVICE (USPS).
- B. That Agent shall deliver to Tenant a key which will open Tenant's box. A \$2.00 deposit on key is returnable upon Tenant's return of key.
- C. That Agent shall have the premises open to all Tenants during the hours posted.
- D. That Agent, upon placing the mail for tenant in the assigned box shall have been deemed to have delivered the mail per this agreement and shall not be liable for any loss by theft.
- E. Hold harmless: Tenant shall indemnify and hold harmless agent against and from any and all claims arising from Tenant's use of the premises or from the conduct of Tenant's business or from any activity, work or other things done, permitted or suffered by the Tenant in or about the premises, and shall further indemnify and hold harmless Agent against and from any and all claims arising from any breach or default in the performance of any obligation on tenant's part to be performed under the terms of the agreement or arising from any act or negligence of the tenant, or any officer, agent or employee of tenant, and from any cause other than agent's negligence and tenant hereby waives all calims, thereof againts agent.
- F. Access to Premises: No other persons or parties, other than those stated above, shall have access to premises or use thereof.
- G. Compliance with Laws: Tenant agrees that Premises shall be used for purposes that comply with all local, state and federal laws and regulations.
- H. Purpose and Use: Tenant shall use the Premises for the purpose of receiving mail and messages through Agent and shall not use or permit the premises to be used for any other purpose.
- I. Upon termination of this agreement, or failure to pay rent in advance by applicant, Agent shall not make applicant's mail available without payment theretofore. Applicant understands that the USPS will not accept a Change of Address from Tenants of CMRAs and will not forward or return mail without new postage. Upon termination agent will hold mail for a period not to exceed thirty days. It is agreed that the Tenant's mail and packages will not be forwarded with out pre-payment for this service. It is the responsibility of the Tenant to provide funds, in advance, for mail forwarding.

Signature below indicates acceptance of all terms of this agreement.

Your New Address:

		USPS PREFERRED:	ALTERNATE FORMAT:
_____	_____	(Box Holder Name)	(Box Holder Name)
Tenant	Date	(PMB or #)	1430 Willamette Street (PMBor #)
_____	_____	1430 Willamette Street	Eugene, OR 97401-4049
Agent	Date	Eugene, OR 97401-4049	

Our hours are 8:30 to 5:30 Monday through Friday; and 9:00 to 2:00 on Saturdays, subject to change.
We are closed Sundays and all United States Postal Service (USPS) observed holidays.

Your rent is due on the first of each month and becomes delinquent after seven (7) days. The \$2.00 late fee will be assessed beginning on the 8th day. Boxes with rent fifteen (15) days past due are subject to cancellation and the mail will be returned to sender or disposed of in accordance with USPS regulations. Mail is distributed by approximately 1:00 p.m.

Registered, certified, insured, and restricted delivery mail will be received on your behalf with prior authorization (USPS Form 1583, Section 5). We will also accept parcels from other shippers, including FedEx, UPS, DHL, et al. Large packages left for more than seven (7) days will be assessed a fee of .50 per day not to exceed \$5.00 per package, per month.

All persons receiving mail at the above listed mailbox needs to complete and sign USPS form 1583 authorizing Eugene Mailbox Center to receive mail. Your mail will not be given to anyone else without prior consent. Business names using the mailbox require an Assumed Business Name or Business Registration filed with the State of Oregon Treasury Department (form CR101).