



## Private Mailbox (PMB) Rental Program

### Rental Mailbox Services and Pricing for Ridgeview Mail Center

All boxes require a 3-month minimum and a one-time \$10.00 set-up fee and a \$5.00 Key deposit paid in advance.

Rental Size and Rates	1-Year Rate	6-Month Rate	3-Month Rate	Monthly Rate
<b>Personal Box</b> 3.75" x 5" Mailbox (up to 3 adult or business names)	<b>\$132.00</b> <i>(2 months free)</i>	<b>\$84.00</b>	<b>\$42.00</b>	<b>\$20.00</b>
<b>Business Box</b> 5.5" x 6.5" mailbox (Up to 5 adult or business names)	<b>\$168.00</b> <i>(2 months free)</i>	<b>\$114.00</b>	<b>\$54.00</b>	<b>\$30.00</b>
<b>Corporate Box</b> 11" x 6" Mailbox Up to 8 adult or business names)	<b>\$216.00</b> <i>(2 months free)</i>	<b>\$114.00</b>	<b>\$54.00</b>	<b>\$30.00</b>
<b>Parcel Only – Will Call</b> (no PMB)	<b>\$5.00</b> Per Parcel	<b>Only parcels will be accepted – No USPS letters</b>		<b>Maximum parcel size is 6 cubic ft</b>

### IDs Required to Open a Mailbox

In accordance with USPS requirements, we require 2 forms of ID from each adult who will receive mail in the mailbox. One form of ID must be a government issued photo ID. One form of ID must match your PHYSICAL address.

#### **Acceptable IDs include:**

- Valid Drivers' License or State ID
- Passport
- Vehicle Registration
- Vehicle or home insurance policy
- Current Lease or mortgage document
- Alien registration card
- Certificate of naturalization
- Voter registration card
- Armed forces ID or other Government issued ID
- University or Corporate ID

#### **Standard Box Service Includes:**

- 1 Mailbox key
- Mail sorted into your box Monday to Saturday
- Access to your mail during open hours.
- Large items not fitting in your mailbox will be handled as parcels.
- Receipt and storage of parcels from standard carriers (does not include freight).
- Email notification of parcels received.
- Secure check in, check out, and storage procedures for all parcels.

### **Package Handling:**

- We require an email in order to send electronic parcel notification—there is one email per PMB (no per name on the PMB)
- Currently, there are no storage fees for packages, however, we reserve the right to add these fees in the future if the volume of packages outgrows our storage space.
- Without prior arrangement, **large** parcels will be kept on site for a maximum of 7 days.

### **Additional Services Available:**

➤ Daily Mail Notification	\$5.00 per month
➤ Add names to a box	\$5.00 or \$8.00 per month
➤ Overflow mail bin when box is full	\$10.00/bin applied if your box is full
➤ Junk Mail Shred Disposal	\$10.00/month
➤ Forwarding	\$5.00 per service plus postage
➤ Additional or Replacement Key	\$5.00 Key charge
➤ 1-month renewals	\$10.00 added to standard 3-mnth renewal

### **Late Fees:**

Mailbox rents are pre-payment and are due before the next month. The Ridgeview Mail Center grants you a 5-day grace period, after which a \$5 late fee will be added to your mailbox renewal. No partial payments will be accepted.

### **Closure Due to Non-Payment:**

Mailboxes 30 days past due will be closed. First-class mail will be held for the time required by USPS CMRA rules and then returned to sender as undeliverable. To collect your held mail, the box must be brought current, including late fees.

### **Procedures when closing your Mailbox:**

The Ridgeview Mail Center is a CMRA (Commercial Mail Receiving Agency), not a Post Office. Because of this, should you close your mailbox, you will not be able to submit a change of address with the Post Office. The Post Office will not accept a change of address with anyone at a CMRA, as it would be changing the address for all box holders. You would be required to notify all parties who send you mail that you have a new address.