



(239) 677-4945
(239) 800-4854
TRxPharmacyCC@Gmail.com
211 Hancock Bridge Pkwy., Cape Coral, FL 33990

Welcome to TRx Mailbox Rental Service

The following instructions will guide you through the application process:

1. Please complete the CONTACT INFORMATION & MAILBOX PREFERENCE FORM.
2. Please read, sign and date the MAILBOX RENTAL AGREEMENT form. Include anyone else you would like authorized to receive mail to your mailbox in the space provided on the second page. Please make note if any are minors. Also, include any business names in which you will be receiving mail. Do not fill in the mailbox number or door code, we will do that once all the paperwork has been received & processed.
3. 1583 FORM - PLEASE FILL IN THE FOLLOWING NUMBERED SECTIONS: #2, #6, #7a-e. YOUR SIGNATURE IS REQUIRED ON #5 & #16 (#5 allows us to sign on your behalf for mail requiring a signature & #16 authorizes us to receive mail here in your name). A separate 1583 form is also required for each additional adult you wish to have added to your mailbox. Please note minors and businesses are exempt from providing 1583 forms.
4. Please PROVIDE US WITH A COLOR COPY OF 2 FORMS OF ID for each adult receiving mail to your box. At least one ID must have a photo such as a Driver's license, a State ID card, or a Passport. Acceptable IDs include:
 - Valid driver's license or state non-driver's ID card.
 - Military, government, university, or recognized corporate ID.
 - Passport, alien registration card, or certificate of naturalization.
 - Current lease, mortgage, or deed of trust.
 - Voter or vehicle registration card.
 - Home or vehicle insurance policy.
 - Health insurance card

We are not permitted to use credit cards, birth certificates or social security cards as IDs

5. PLEASE SUBMIT YOUR FULLY COMPLETED APPLICATION

If you have any questions, please don't hesitate to either call us at (239) 677-4945 or email us at TRxPharmacyCC@gmail.com.

Contact Information & Mailbox Preference

Name: _____

Phone Number: _____

Email address: _____

How would you like to be notified when your packages are ready for pickup?

Email _____

Text _____

Preferred mailbox size (all sizes may not be available):

- Small (\$20/mo)
- Medium (\$22/mo)
- Large (\$25/mo)

I wish to sign up for a term of:

- 3 months (minimum for new mailboxes)
- 6 months
- 12 months (Get 3 months FREE when you sign up for a year)

There will be a one-time \$10 setup fee

Month to Month term available after initial 3 month set up

TRx Mailbox Rental Service Agreement

Box # _____

This Agreement made on (date) _____ by and between (your name) _____, hereinafter referred to as "Applicant," and "TRx Mailbox Rental Service" 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 TRx Mailbox Rental Service as agent for the receipt 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. TRx Mailbox Rental Service will provide a lockbox key to applicant. Should applicant provide a key to another person or organization, TRx Mailbox Rental Service shall assume that possession of the key is evidence of authority to collect mail and packages.
2. The key loaned to applicant remains the property of TRx Mailbox Rental Service and shall not be modified by applicant. The applicant shall return the key within ten (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. **Applicant understands that all packages and letters received with tracking information must be processed through the TRx Mailbox Rental Service inventory system** and must be signed for by the applicant or individuals authorized by applicant upon receipt. Additionally, TRx Mailbox Rental Service reserves the right to determine that a package or letter without tracking information should also be processed through the inventory system. TRx Mailbox Rental Service will not put these items in the applicant's mailbox regardless of the size of the mailbox or package.
4. Once TRx Mailbox Rental Service has placed applicant's mail or package notice in the assigned mailbox, or TRx Mailbox Rental Service has emailed/texted applicant to notify them that they have received a package, the mail or package shall be deemed to have been delivered, and TRx Mailbox Rental Service shall not be responsible for loss, theft, or damage. TRx Mailbox Rental Service is not engaged in the delivery of mail or packages and cannot be responsible for failure of the United States Postal Service, Federal Express, United Parcel Service, or DHL to deliver mail or packages or to deliver in a timely fashion or undamaged condition.
5. Applicant agrees to use services in accordance with TRx Mailbox Rental Service rules and in compliance with all US Postal regulations, as well as local, state, and federal statutes and regulations. Failure to do so may result in cancellation of service without notice, refund or mail forwarding. Suspicions of illegal operations being conducted utilizing the TRx Mailbox Rental Service boxes will be reported to Florida's State's Attorney office.
6. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes, in which case TRx Mailbox Rental Service intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
7. Mail will not be accepted for more than five (4) persons or organizations in a single lockbox **and each recipient must complete a USPS Form 1583 and provide**

- required identification.** Unlimited numbers of immediate family members to the primary applicant may be listed with proper identification provided.
8. **If applicant consistently requires an overflow bin due to an extremely high volume of mail, or lack of consistent pick up, an overflow bin fee may be assessed.** Charges for service are based upon average daily volume and activity. Special circumstances, e.g., high number of parcels, etc. may require assessment of additional fees.
 9. **Applicant agrees that standard size parcels will be retrieved within 1 month of delivery, extra-large or freight parcels will be retrieved within 48 hours of delivery, and perishable parcels within 24 hours of delivery.** Monitoring of any perishable parcels is the sole responsibility of the applicant.
 10. Applicant agrees to protect, indemnify and hold harmless TRx Mailbox Rental Service from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of TRx Mailbox Rental Service facilities and services.
 11. Should TRx Mailbox Rental Service commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, Mail Call's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. TRx Mailbox Rental Service shall not be liable for incidental or consequential damages.
 12. **Per USPS regulations, All Certified, Insured, or Parcels will be accepted by TRx Mailbox Rental Service on behalf of applicant. No C.O.D Deliveries.**
 13. TRx Mailbox Rental Service fees are due and payable in advance and notice thereof will be placed in applicant's lockbox. No other notice will be required. **Failure to pay such fees when due may result in late fees, disruption, or cancellation of services.** TRx Mailbox Rental Service does not prorate fees when services are cancelled. Currently notices are delivered on or about the 20th of the month with payment due on the 1st of the approaching month.
 14. Payments received will be applied first towards any outstanding House Account Charges and then toward Mailbox Rental Fees and Late Fees.
 15. **Applicant shall use only the address designation of "PMB" or "#"** to designate their box number. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of "PO BOX," "SUITE," "DEPT," "APT," or other designators. The US Postal Service may refuse to deliver any piece of mail improperly addressed. Applicant is responsible for notifying correspondents of the above address.
 16. **Upon termination of service by TRx Mailbox Rental Service or failure to pay rent in advance by applicant, TRx Mailbox Rental Service shall not make applicant's mail available without payment theretofore.**
 17. **Applicant understands that the US Postal Service will NOT forward or return mail without payment and will not accept a "Change of Address" from a private mail center address (businesses such as TRx Mailbox Rental Service).**
 18. **The applicant's mailbox must remain open and in good standing for the duration of any forwarding required by applicant. For all forwarding requests, the applicant shall provide TRx Mailbox Rental Service with a forwarding address and pay the required fees.** No third-party billing or supplied postage will be accepted for postage fees. In the event applicant fails to do this, TRx Mailbox Rental Service shall refuse any further mail and, in the case of mail already received handle such mail in accordance with USPS DMM D042.2.6 regulations. **Any mail and packages received for applicant after termination of service will be returned to sender.**

19. The TRx Mailbox Rental Service's mailboxes are only accessible during operating hours.

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.

Additional Authorized Recipients:

Please Note: The postmaster general requires all persons to fill out a USPS 1583 form to receive mail unless mail is sent to them in care of a mailbox holder who has already filled out the USPS 1583 form. Organizations and children under 18 years of age are the only exceptions to this requirement.

(Please print)

Your new address:

211 Hancock Bridge Pkwy Suite 7 PMB# _____ Cape Coral, FL 33991

Keys provided: _____

Signature: _____ Date: _____

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 (Include PMB or # sign.)		
	3b. City	3c. State	3d. ZIP + 4®

4. Applicant authorizes delivery to and in care of:	5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name			
b. Address (No., street, apt./ste. no.)			
c. City			

6. Name of Applicant	7a. Applicant Home Address (No., street, apt./ste. no)		
----------------------	--	--	--

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.	7b. City		7c. State	7d. ZIP + 4
	7e. Applicant Telephone Number (Include area code)			
	9. Name of Firm or Corporation			
	10a. Business Address (No., street, apt./ste. no)			
	10b. City		10c. State	10d. ZIP + 4
	10e. Business Telephone Number (Include area code)			
11. Type of Business				

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.)			
--	--	--	--

13. If a CORPORATION, Give Names and Addresses of Its Officers	14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.
--	--

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent/Notary Public	16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)
--------------------------------------	---

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®.
