



Private Post Office Box – Rental Agreement

1. A Private Post Office Box (P.O. Box) may be rented to a person, firm or company, designated as the primary renter, (hereinafter referred to as the “renter”) upon completion of the required application form.
2. If applicable, up to three (3) additional persons residing within the renter’s household may receive mail and or notices at the renter’s P.O. Box.
3. It is the sole responsibility of the renter to inform correspondents of the renter’s P. O. Box address.
4. The renter is also responsible for ensuring that P.O. Box is cleared regularly. The renter agrees to collect all mail and or notices at least twice per month and shall not use the P.O. Box for storage of miscellaneous items.
5. All mail arriving at the General Post Office addressed to the renter’s P.O. Box address shall be placed in the assigned P.O. Box. Notices for parcels, registered mail and other documents requiring the addressee’s signature shall also be placed in the P.O. Box.
6. The renter acknowledges that once the General Post Office places the renter’s or addressee’s mail and notices in the assigned P.O. Box, such mail and such notices shall be deemed to have been delivered.
7. Postal officers are prohibited from retrieving mail or notices that have been delivered to a P.O. Box.
8. The renter must return to the General Delivery counter or Inland Mail Letterbox any mail or notices not belonging to him/ her and mark “NOT” next to the P.O. Box number or address.

9. The **annual rental charge** for a P.O. Box is payable in advance on January 1 each year and is for one year or less from the date of renting the box.
10. Failure to pay the annual rental charge by January 31 will result in the locking of that P.O. Box and a **late fee** levied.
11. Failure to pay annual rental charge by March 31 will result in the General Post Office terminating the renter's rental of that P.O. Box. That P.O. Box may be made available for rental to another prospective renter.
12. The key for each P.O. Box shall remain the property of the General Post Office. On the rental of a P.O. Box, a **deposit** for each key issued shall be paid to the General Post Office by the renter for the safe return of each key on termination of the rental. The deposit is refundable upon return of the key to the General Post Office provided that the key is in working condition.
13. All P.O. Box keys must be returned to the General Post Office immediately upon termination of rental. Failure to return keys will result in forfeiture of deposit.
14. Where the key to a P.O. Box is lost, the renter of that P.O. Box shall pay to the General Post Office the **prescribed replacement fee** in order to obtain a replacement.
15. Where it is necessary to replace or alter the lock, the renter shall pay the **prescribed replacement fee** to the General Post Office.
16. Misuse of an assigned P.O. Box will result in immediate termination of rental. The renter is liable for all damage to that P.O. Box or to the lock or key thereof if that damage is caused by him or by his agents or is due to his negligence or that of his agents.
17. At any time, the General Post Office may terminate the rental of a P.O. Box by sending the renter a notice of intention to discontinue that privilege.
18. It is the responsibility of the renter to inform the General Post Office of any changes in contact details including address and telephone number.