

# Lafayette Ship n Go

3575 Promenade Pkwy Suite 1000, Lafayette, IN 47909  
Phone: 765-771-7992 | Email: Lafayetteshipngo360@gmail.com

## MAILBOX RENTAL AGREEMENT & SIGNUP FORM

### MAILBOX RENTAL AGREEMENT

- Parties & Agreement:**This Agreement is between Lafayette Ship n Go ("Owner") and the undersigned ("Tenant") for private mailbox rental services.
- Term & Renewal:**Initial term: 1 year from start date. Auto-renews unless either party provides 30-day written notice of non-renewal.
- Fees & Payment:**Monthly rent: \$30.00, due on the 1st. A \$10.00 late fee applies after a 5-day grace period. All fees are non-refundable.
- Security Deposit:**A refundable security deposit of \$\_\_\_\_\_ is due at signing, returned upon termination less any damages/unpaid fees.
- Mailbox Use & Access:**Valid government-issued photo ID required. Prohibited items: hazardous materials, illegal substances, perishable goods. CMRA (Commercial Mail Receiving Agency) compliance required per USPS regulations.
- Mail Forwarding & Shipping:**Mail forwarding available at applicable rates (see fees below). Unclaimed mail held for 30 days, then returned to sender or discarded. APO/FPO forwarding available for military members.
- Notifications & Alerts:**Tenant may opt in to receive text message alerts for mail/package arrivals.
- Privacy & Confidentiality:**Tenant data is used solely for mailbox services and will not be shared with third parties.
- Insurance & Liability:**Owner is not liable for loss, theft, or damage to mail/packages. Tenant is advised to insure valuable items.
- Termination:**Tenant may cancel with 30-day written notice. Early termination fee: \$\_\_\_\_\_. Owner may terminate for policy violations.
- Governing Law:**This Agreement is governed by the laws of the State of Indiana.
- Miscellaneous:**This constitutes the entire agreement. Amendments must be in writing and signed by both parties.

### WHY CHOOSE LAFAYETTE SHIP N GO?

- ✓ Secure private mailbox with 24/7 access
- ✓ Real street address in Lafayette (not a P.O. Box)
- ✓ Text message alerts when mail arrives
- ✓ Mail delivery by request
- ✓ Convenient location on Promenade Pkwy
- ✓ Military discounts available (proof required)
- ✓ Forwarding to APO/FPO addresses
- ✓ Only \$30/month - affordable & reliable

### POLICIES & NOTICES (Please Initial)

Valid photo ID required at signup \_\_\_\_\_  
Initial

Proof of business license required for business accounts \_\_\_\_\_  
Initial

Forwarding fees and processing times apply \_\_\_\_\_  
Initial

Unclaimed mail held 30 days, then disposed or donated \_\_\_\_\_  
Initial

Privacy notice: your data will not be shared \_\_\_\_\_  
Initial

CMRA (Commercial Mail Receiving Agency) compliance applies \_\_\_\_\_  
Initial

### SIGNUP FORM

**Full Name \*** \_\_\_\_\_

Business Name \_\_\_\_\_

**Account Type \***                      Personal                      Business

Mailing Address \_\_\_\_\_

**Phone \*** \_\_\_\_\_

**Email \*** \_\_\_\_\_

**ID Number & State \*** \_\_\_\_\_

Desired Start Date \_\_\_\_\_

**Services Requested:**

Text Alerts	Mail Forwarding	APO Forwarding
Package Acceptance	Mail-by-Request	

**Payment Method:**

Cash	Check	Credit/Debit	AutoPay
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AutoPay Account Details: \_\_\_\_\_

**Military Discount:**

Yes (proof of service required)	No
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Security Deposit: \$ \_\_\_\_\_                      Forwarding Fees: \$ \_\_\_\_\_

Unclaimed Mail Policy: Mail held 30 days after notification. Unclaimed items returned to sender or disposed per agreement.

### SIGNATURES

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONTACT US

Lafayette Ship n Go | 3575 Promenade Pkwy Suite 1000, Lafayette, IN 47909  
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