



MAILBOXES-R-US INC

ALASKANS OWNED & OPERATED

1964 S COTTEN DRIVE
WASILLA, AK 99654

373-7568

www.mailboxes-r-us.net
info@mailboxes-r-us.net

Mailbox Rental Contract / Receipt

You are renting one unit in the Cluster Box Unit (CBU) located at _____, from Mailboxes R US Inc (MBRUS). If you move or sell your house your mailbox and contract can be transferred to the new owner. A mailbox cannot be sublet or resold.

Payment:

Mailbox rent is due on the first of the month of _____. An additional prorated amount can be added to have the due date extended to a more convenient renewal month. Payments can also be made for multiple years. A late fee of \$10.00 per month will be assessed after 30 days past due. Failure to pay rent will result in the termination of this contract. In the event a mailbox is forfeited due to lack of payment, all expenses for rekeying will be borne by the lessee and if necessary, collected via Small Claims Court.

Payment can be made with cash or check. Renewal payments can also be made online with credit card through Paypal. Please call to make arrangements for cash transactions. Do not send cash through the mail.

Keys:

You will receive two keys with your unit. Extra keys can be made at the local locksmith. If we are required to provide a replacement lock the cost is \$30.

The CBU is owned by Mailboxes R US Inc. (MBRUS), not by the Post Office. The Post Office does not have keys to the individual mailboxes in the unit. They install their own master lock in the front to access the whole unit for mail delivery and pickup. Maintenance issues with the CBU should be directed to MBRUS via email or phone call. Our contact info is listed above. If the CBU becomes unserviceable it may require replacement.

Address:

The Post Office requests that you use your house & street address when you move into the CBU. Your house & street address is available from the Matanuska-Susitna Borough and is also printed on your property tax assessment. Please see information on the attached pages regarding procedures to setup mail delivery service to a roadside mailbox if you do not have service already. The USPS will need to approve delivery to your house address and confirm the location (street/intersection) for your mailbox on their carrier route before you will receive mail in your new box.

When the contract is signed and paid, we will notify the Postmaster of which box in the CBU is assigned to your street address. Your box number does NOT become part of your address. Wasilla residents will be given a PS Form 5431 to turn in at the Wasilla Annex.

Disclaimer: Contract terms are subject change. Mailboxes-R-US does not handle the mail, is not liable for lost mail or for mail placed in the unit.



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Please Print

Name: _____ AK Drivers License No.: _____
Street Address: _____
City, State, Zip: _____
Contact Phone No.: _____
Notification Preference:
Mail _____
Email _____ Email address: _____
Signature _____ Date _____

Payment Info:

Paid By: _____ Amount: _____ Contract Period: _____
Check No.: _____ Date Rec'd: _____ Rec'd by: _____
Next Payment Due: _____ Initial: _____
Box No. Assigned: _____ Keys issued & tested _____
CBU Location: _____ Keys received & tested _____

Please fill out the above information. Return the form to MBRUS via mail or email. Once we receive this form and assign a box, we will contact you to arrange to meet at the CBU to exchange payment and keys to your new mailbox. A copy of this form will be made for your receipt.



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Procedures to setup mail delivery to a new roadside mailbox

Existing roadside mailbox with Physical address:

1. When the MBRUS contract is signed and paid, we will notify the Postmaster of your move to the CBU, with your name, address and box number assignment. **Wasilla residents** will be given PS Form 5431 to turn in to the Postal Service at the Wasilla Carrier Annex. **Bring a photo id and proof of your physical address with you to the Wasilla Annex.**
2. One week after turning in PS Form 5431 at the Annex (Wasilla) or signing our contract (Palmer), remove your old mailbox from the location. This will signal the Carrier to use your new box if they haven't already started.

Changing from HC Box address to Physical address:

1. At the time the MBRUS contract is signed and paid you will be given PS Form 5431 to be turned in to the Postal Service. We will also notify the Postmaster of your move to the CBU, with your name, address and box number assignment
2. Fill out PS Form 5431 with your old HC address and new physical address, along with names of everyone who will use your box.
3. Turn in the PS Form 5431 at the Wasilla Carrier Annex, 3170 E Cottle Loop, (Palmer-Wasilla Hwy, across from the old bowling alley, access is between the motorhome business and the Regan Building-ReMax) **This needs to be done in person. Bring a photo id and proof of your physical address** (ex. Borough tax bill, assessment notice, or utility bill).
4. The Postmaster will verify your physical address with the Mat-Su Borough database and verify your mail delivery location (street/intersection). No other change of address form needs to be filed with the Post Office.
5. One week after turning in PS Form 5431 at the Annex, remove your old mailbox from the location. This will signal the Carrier to use your new box if they haven't already started.
6. Notify your mail senders (utility, credit card, subscription, and insurance companies, medical and government offices, bank, families and friends, etc.) of your new street address. The Post Office will forward mail from your old HC Box address to your street address for one year, from the date they receive your PS Form 5431.

New Mailbox (new resident, changing from PO BOX, PMB or other mailing address to house and street address):

WASILLA area residents only -

1. At the time the MBRUS contract is signed and paid you will be given PS Form 5431 to be turned in to the Postal Service.
2. Fill out PS Form 5431 with your physical address, CBU location & box number and names of people who will use your box.
3. Turn in the PS Form 5431 at the Wasilla Carrier Annex, 3170 E Cottle Loop, (Palmer-Wasilla Hwy, across from the old bowling alley, access is between the motorhome business



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- and the Regan Building-ReMax). **This needs to be done in person. Bring a photo id and proof of your physical address** (ex. Borough tax bill, assessment notice, or utility bill).
4. The Postmaster will verify your physical address with the Borough database and your mail delivery location (street/intersection on your mail carrier's route that is closest to your home) then input it into the UPSP system.
 5. About 2 weeks from when you turned in the PS Form 5431 you should be able to receive mail in your new box. The Mail Carrier will put a label inside your box with your street address info to help them identify you when they distribute the mail to the CBU. **It is highly recommended that you keep your other mailbox during this transition period to be less likely to miss any mail or have it returned to sender.**
 6. After your address becomes deliverable, you can file a change of address form using either the form distributed in the "Movers Guide" packet at the Post Office or the online form at <https://moversguide.usps.com> (also accessed thru usps.com, under Products & Services, Change your address). Once the change is entered into their system and confirmed (1-2 week process), the Post Office will forward your mail to your new address for 1 year.
 7. Notify your mail senders (utility, credit card, subscription, and insurance companies, medical and government offices, bank, families and friends, etc.) of your change of address. You have a year to "catch" everyone before the forwarding runs out and mail is returned to sender.

PALMER area residents –

1. When the MBRUS contract is signed and paid, we will notify the Postmaster of your name, address and CBU box number assignment. A label with this information will be put inside your box to help them identify you when they distribute the mail to the CBU.
2. Within 2 weeks you should be able to receive mail in your new box. **It is highly recommended that you keep your other mailbox during this transition period to be less likely to miss any mail or have it returned to sender.**
3. After your address becomes deliverable, you can file a change of address form using either the form distributed in the "Movers Guide" packet at the Post Office or the online form at <https://moversguide.usps.com> (also accessed thru usps.com, under Products & Services, Change your address). Once the change is entered into their system and confirmed (1-2 week process), the Post Office will forward your mail to your new address for 1 year.
4. Notify your mail senders (utility, credit card, subscription, and insurance companies, medical and government offices, bank, families and friends, etc.) of your change of address. You have a year to "catch" everyone before the forwarding runs out and mail is returned to sender.

The Matanuska Susitna Borough issues the physical address of your home – house number and street address, not the Post Office. If you have a question or problem with your physical address (driveway connects to different road than addressed, etc.) please contact the Borough.