

SANDY SHORES RESORT

POSTAL SERVICE MAILBOX GUIDELINES

Sandy Shores Resort provides mailboxes for United States Postal Service (USPS) mail delivery for co-owners. Priority is given to co-owners who are seasonal residents whose mail is being forwarded from another address, or those whose only address is their Sandy Shores Resort address.

ELIGIBILITY & APPLICATION:

Co-owners are eligible to apply for a mailbox ONLY if the following are met:

- SSR is your established residence for the season
- You provide a copy of a USPS Change of Address form – or establish that you have no other mail delivery address available to you
- Complete the attached application form
- Pay, by check, a deposit of \$25.00 to SSR
- Application may be dropped off, with your check deposit, in the SSR door mail slot, or during posted office hours.

If you have an established and approved SSR mailbox, parcels (up to a certain size) can be delivered via the parcel boxes located on the mailbox units. The Postal carrier will notify you that you have a parcel and leave the key for you to retrieve your parcel. These parcels will be USPS deliveries only (No UPS, FedEx, or other carriers unless those parcels have been handed off to the USPS for delivery). If you do not have a mailbox, parcels will not be delivered to Sandy Shores on your behalf by the USPS. The Lake Post Office has typically held these packages (for those without mailboxes) for 10 days. It is your responsibility to track your packages and retrieve them from the Post Office.

The Postal carrier does not deliver mail or parcels within the park. This is a Postmaster decision, and not a decision made by Sandy Shores Resort. In order to receive parcel delivery, Postal regulations state that you must also receive regular first class USPS mail at least weekly. (So, you can't establish an address just to receive parcels). This is a Postal Service regulation, and not a decision made by Sandy Shores Resort.

Mailbox keys are not transferable. When you no longer have need for a mailbox, your deposit will be refunded to you when the keys are returned to the Mailbox chairperson or to the office.

Lot # _____

Box Number Assigned _____

SANDY SHORES RESORT
APPLICATION FOR USPS MAILBOX

Name(s) _____

Alternate Mailing Address: _____

E-mail _____ Phone # _____

Contact information is required because the Post Office contacts SSR Mailbox Chairperson regarding any questions or concerns they have about co-owners' mail delivery.

Yes___ No___ I reside at SSR at least seasonally and have mail forwarded

Yes___ No___ I have no other address other than my SSR address

Co-owner Signature _____ Date _____

Deposit received _____ Date _____

Key number assigned _____

Renewal _____ Renewal _____

Renewal _____ Renewal _____

Renewal _____ Renewal _____

Renewal _____ Renewal _____

Renewal _____ Renewal _____