



Student Mail Service

3708 E 29th Street
Bryan, TX 77802

Provided by: Baur Services, Inc.
Federal ID No. 37-1853769

979.268.7727 Fax: 979.268.7528
studentmailservice@gmail.com

Private Mailbox (PMB) Rental Procedure

Complete the following procedure when requesting to rent a mailbox:

1. Read, agree, and sign the terms of:
 - ◆ Mailbox Rental Agreement Synopsis (Attached - Yellow)
 - ◆ Mailbox Rental Agreement (Attached - White)
2. Complete the Box Holder Information Form (Attached - Triplicate)
3. Provide one (1) complete copy of each of these two (2) types of identification required by the US Postal Service
 - ◆ First ID - Copy of your current valid state driver's license/identification card with picture
 - ◆ Second ID – Copy of TAMU Student ID – Armed Forces ID – Voter Registration Card – Vehicle Registration – University ID – US/Foreign Passport – Vehicle Insurance or Registration Card
4. Provide the appropriate rental fee payment. Mailbox payment will be:

Cash, Check, Money Order, PayPal, or Credit Card

- ◆ Mail-In Application - Check/Money Order payable to SMS. Do NOT send cash!
- ◆ Emailed/Faxed Application – Credit card via “Credit Card Authorization Form”, available from SMS, or provide a PayPal account name/email for a PayPal invoice

Single Person Tenant

Fall/Spring Semester (mid-August to mid-May).....	\$63.00
Summer Session (June to mid-August).....	\$31.50

Two (2) Person Tenants

Fall/Spring Semester (mid-August to mid-May).....	\$94.50
Summer Session (June to mid-August).....	\$41.50

5. Return the above information to Student Mail Service Office(s):
 - ◆ In Person – Commons Lobby (Rm #126) or Hullabaloo Hall (Rm #136)
 - ◆ Mailed Applications – Use the above letterhead mailing address
 - ◆ Emailed Applications – studentmailservice@gmail.com
6. Once your application is processed, a private mailbox (PMB) will be assigned in August. Come through the “Pre-registration” line during Howdy Week to retrieve your mailbox number and address information. You will have one last form (USPS-1583) to sign before we can accept mail/packages on your behalf.

Inform SMS if you have any special physical challenges or needs.

Thank you for considering using our services,

Rebecca J. (Baur) Cochener '96
Student Mail Services