



# Student Mail Service

3708 East 29th Street  
Bryan, TX 77802-3900

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

(979) 268-7727 Fax: 268-7528  
studentmailservice@gmail.com

## Private Mailbox Rental Agreement Synopsis

The following synopsis highlights only certain portions of the Private Mailbox (PMB) Rental Agreement

Read the complete agreement for a thorough and complete understanding of agreement terms.

1. Private Mailbox service(s) are for the **LESSEE'S USE ONLY**.
2. Lessee agrees Student Mail Service (SMS) will not accept mail/parcels for more than two (2) students who have SIGNED the AGREEMENT and prepaid for the private mailbox service.
3. Lessee will **NOT "LOAN"** the use of their Private Mailbox Service to anyone. To do so may result in the Lessee's agreement termination of service without recourse.
4. Lessee will comply with all US Postal Service Regulations as well as Federal, State, Local, and Texas A&M University codes, statutes, and regulations.
5. Student Mail Service fees: A) are not prorated and B) are not refundable in the event the mailbox Lessee cancels service prior to 30 days from agreement execution date or its agreed expiration date.
6. Unclaimed USPS mail/parcels and Common Carrier packages/parcels may be returned to sender, at sender's expense, or discarded two (2) calendar weeks after being received and unclaimed by the lessee. Two (2) calendar weeks after the Rental Agreement expires and the mailbox is closed, unclaimed USPS mail and Common Carrier package will be returned to sender, at sender's expense, or discarded.
7. Upon discontinuing, cancellation, and/or termination of this agreement, the Lessee is responsible for: 1) notifying all correspondents with a suitable and proper forwarding/shipping address, 2) understand USPS mail cannot be forwarded, unless, prior payment arrangements have been made in advance. (See Agreement (paragraph 6. B-Option Section.)) The USPS will not accept a "Change of Address".
8. All certified, certified-return receipt, express, registered, and insured mail addressed to the Lessee will be accepted and signed for by the Student Mail Service.

**For legal notification purposes, this mail will be considered to have been delivered to the Addressee/Lessee.**

I have read and understand this is a synopsis (brief statement or outline) of the Private Mailbox (PMB) Rental Agreement and agree to its terms and statements. Complete details are contained in the Private Mailbox (PMB) Rental Agreement.

\_\_\_\_\_  
Lessee Signature

Date: \_\_\_\_\_

April 2017