



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

To: TAMU Students/Faculty/Staff

Subject: Commons and Hullabaloo 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 – Pink)
3. Provide one (1) complete copy of each of the required 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 your picture.
 - Second ID – Copy of TAMU University Student ID - Armed Forces ID – Voter Registration Card – Vehicle Registration – University ID – US/Foreign Passport – Vehicle Insurance or Registration Card.
4. Provide appropriate rental fee payment. Mailbox payment will be:

Cash, Check, Money Order or Credit Card.

Mail – In Application – Payable by **Check / Money Order** payable to SMS. Do NOT send Cash! Credit Card payment requires a “Credit Card Authorization Form” from SMS (studentmailservice@gmail.com or fax).

Single Person Tenant

Fall / Spring Semester (September-May)	\$59.95
Summer Session (June-August)	29.95

Two (2) Person Tenants

Fall / Spring Semester (September – May)	\$89.95
Summer Session (June – August)	39.95

5. Return the above information to Student Mail Service Office(s)
 - Commons Lobby - Room #126
 - Hullabaloo Hall – Room #136
 - Mailed Applications – Use the above Letterhead Mailing Address

Once the application is processed, a private mailbox (PMB) will be assigned in August.

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

Thank you for considering using our services,

Richard Baur '68
Student Mail Service (SMS)

May 2017