

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,