



# 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/Faulty/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 - Triplicate)
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 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 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](mailto: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
  - ◆ Emailed Applications - [studentmailservice@gmail.com](mailto: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

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