

# **Grenelefe Association of Condominium Owners No. 1, Inc. Mailbox Policy**

## **PURPOSE**

To establish a policy for the assignment and management of mailboxes and mailbox keys.

## **POLICY**

A unit owner may request the assignment of a mailbox for his/her condominium unit by completing the mailbox form that is part of this policy statement. Upon submission of the completed form to the Association office, the Association will assign a mailbox number and will issue no more than two mailbox keys. The mailbox key, or keys, issued to an owner or renter remains the property of the Association and shall not be modified and can only be duplicated by the Association. Mailboxes are not assigned until the keys are issued.

### **Mailing Addresses:**

Your Personal or Business Name  
Unit # and Street Address  
Haines City, FL 33844

**Keys and Deposits:** The Association will only issue keys at the written request of the owner, accompanied by the appropriate fees, if any. An owner may request additional keys for a fee of \$15 per key providing there is no change in the occupant assigned to the mailbox. The Association assumes no liability in the issuance of any keys. Further, the Association cannot become involved with the collection or reimbursement of deposits to or from an owner's renter.

**Lock Change:** There is a fee, which at the time of this writing is **\$50** but may be subject to future change, for replacing the lock for any reason. This fee will be charged to the owner of the unit that the mailbox is assigned to. Locks may only be changed upon the receipt of a written request from the owner accompanied by the appropriate fee.

**Damage:** Any damages caused to the mailboxes by the owner, owner's guests, renters, or persons unknown are the owner's responsibility. If damages render the mailbox unsightly or unusable, the Association, at its sole discretion, may make reasonable repairs or replacements and bill same to the owner.

**Grenelefe Association of Condominium, No. 1, Inc.  
Mailbox Form**

Box # \_\_\_\_\_ Mailbox # \_\_\_\_\_ Key # \_\_\_\_\_ Key(s) issued: 1 2

Owner Name \_\_\_\_\_ Unit # \_\_\_\_\_

Mailbox Occupant(s) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Mailing Address:**

Personal Name or Business Name

\_\_\_\_\_

Haines City, FL 33844

**Owner Agreement**

I, \_\_\_\_\_ understand that the mailbox key, or keys, issued to me remains the property of the Association and can only be duplicated by the Association. I also understand that there is a \$15 duplicate key charge and a \$50 charge to change the lock on the mailbox. A lock charge is applicable when a new lock must be installed because all keys issued are not turned in when the box is reassigned. By signing below, I signify that I've read, understand and agree to abide by all the conditions and provisions contained in the mailbox policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Renter Agreement**

I, \_\_\_\_\_ understand that the mailbox key, or keys, issued to me remains the property of the Association and shall not be duplicated or modified. I also understand that I am responsible for returning all keys to the Association office prior to the termination of my lease. By signing below, I signify that I've read, understand and agree to abide by all the conditions and provisions contained in the mailbox policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

All keys returned? Yes No

Signature \_\_\_\_\_

Association Representative

Deposit collected? Yes No

Signature \_\_\_\_\_

Owner/Leasing Agent