



# PACKAGE ACCEPTANCE ADDENDUM



DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_  
 RESIDENT NAME(S) \_\_\_\_\_  
 \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SAMPLE

- Owner/Agent will not accept packages on Residents' behalf.
- Owner/Agent will accept packages on Residents' behalf subject to the following limitations and procedures:
  - Residents hereby give permission for Owner/Agent to sign for packages when Residents are unable to sign for their own packages.
  - Packages will be accepted only from known, reputable delivery services such as FedEx, UPS, and the USPS.
  - Owner/Agent will not accept packages containing medications (unless specifically arranged), alcohol, perishables, or live animals.
  - Due to storage issues, Owner/Agent reserves the right to refuse large packages, or too many packages being delivered at one time.
  - This service is only provided during normal on-site office hours and when Owner/Agent is available to sign for the package and does not guarantee that all packages will be accepted every time. Residents acknowledge that Owner/Agent has many other duties which may prevent them from signing for packages even during normal office hours.
  - Residents must pick up all packages during business hours and within five (5) days of delivery or Owner/Agent may return the package to sender.
  - Owner/Agent is not responsible for notifying Residents if there are packages waiting to be picked up.
  - Abuse, or over use, of the package acceptance service will result in Owner/Agent refusing acceptance of future packages on Residents' behalf.
  - Each Resident authorizes Owner/Agent to release packages to any Resident named in the Rental Agreement, even if the package is addressed to another Resident in the same unit.
- Owner/Agent follows the following procedure for accepting packages:  
 SAMPLE  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- This property will sign for certified mail. Residents authorize Owner/Agent to sign for certified mail on their behalf. The procedures listed above for acceptance of packages apply to signing for certified mail.

Residents acknowledge that package acceptance, or signing for certified mail, by Owner/Agent is being offered solely as a voluntary service which can be discontinued at any time by Owner/Agent.  
 Residents hereby release Owner/Agent from any liability for lost or stolen packages, or certified mail, as well as any damages to packages and/or their contents that may occur, except as may be limited by law.

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		<input checked="" type="checkbox"/> SAMPLE OWNER/AGENT	<input checked="" type="checkbox"/> SAMPLE DATE