



# HIDDEN SPRINGS MAIL KEY AGREEMENT

BOX # \_\_\_\_\_

NAME (S) \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL# \_\_\_\_\_

PHONE #1 \_\_\_\_\_ PHONE #2 \_\_\_\_\_ OWN \_\_\_\_\_ RENT \_\_\_\_\_

Hidden Springs mail is delivered to the mail boxes located in the office suite next to the Dry Creek Mercantile. Two keys will be issued upon payment of the non-refundable \$25.00 fee. If lost, notify the Hidden Springs Town Association office for replacement of the lock and two new keys. The box holder will be responsible for the \$25.00 cost for changing out the lock and new keys. Keys for the mail box may only be obtained from the Town Office, 5876 W. Hidden Springs Drive.

Parcels will be placed in parcel lockers located in the mail room and a locker key will be left in your mailbox with the parcel box # on it. If you live within a half mile of the Mercantile, the United States Postal Service will deliver your large parcels to your home. However, if all the parcel boxes are full, a notice will be left in your mail box and your parcel will need to be picked up at the Garden City Post Office located on Marigold Street. **It's important you are picking up your mail and packages in a timely manner**. Overflowing mail boxes and packages not picked up in a timely manner will be returned to the Garden City Post Office

## Instructions for New Resident Mail Box, Facility Access Card and Lost Keys

1. Supply proof of residency to HSTA, (Hidden Springs Town Association) with a purchase warranty deed or a copy of your renters lease agreement.
2. A \$25.00 non-refundable check or cash to cover the cost of the lock is due with the completed form.
3. Once the completed form and fee has been submitted to the HSTA, please allow 24 hours for installation of your new lock. The keys to access your Mail Box will then be available for pick up in the HSTA office during normal office hours.
4. There is a \$25.00 fee for *each* Facility Access Card replaced.

SIGNATURE OF BOX HOLDER \_\_\_\_\_

---

FOR OFFICE USE:

FEE PAID \_\_\_\_\_ FEE WAIVED \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

KEY CARD/FOB # \_\_\_\_\_ DATABASE \_\_\_\_\_ CLUBHOUSE \_\_\_\_\_ SMP \_\_\_\_\_