

FOR OFFICE USE ONLY

TMK# _____

MAILBOX# _____

HPP RENTER'S AUTHORIZATION FORM

DATE: _____

I _____ am the legal owner or trustee for the property,
Print property owner name here

located at _____, Kea'au, HI. I can be reached
at the following phone # _____ and email _____.

I hereby authorize my tenant, _____, to utilize the
mailbox located in HPP that has been assigned to this address by the USPS.

X _____
OWNER / AGENT SIGNATURE

Tenants will be required to provide a **copy of their lease agreement, a utility bill** and/or a **renter's insurance policy with the tenant's name and the physical address of the property, and their government issued photo IDs** prior to picking up mailbox keys.

If utilities are not in their name and they have no renter's insurance policy, the Owner will be required to sign the agreement with USPS and provide the documents required.

Return this form with a photocopy of owners government issued ID by one of the following ways:

- In person: to the HPPOA office (15-1570 MAKUU DR., KEA'AU, HI)
- By mail to: HPPOA, HC 3 BOX 11000, KEA'AU, HI 96749
- By email to: hppoamailboxkeys@gmail.com