

WHAT YOU NEED TO BRING TO PICK UP MAILBOX KEYS:

Owners:

- State ID for main name on Box and anyone who will pick up packages at the Kea'au Post Office
- List of all other names that will receive mail at the box
- **Proof of Residency:** Utility Bill with address of service, Mortgage Statement or Homeowners Insurance policy
- If property is in the name of a business or Trust you must provide the documents showing owners of the business or trustee's of the trust

Renters:

1) Have the owner complete the "Renters' Authorization Form" found on HPPOA.net. Once completed, the owner will have to sign it and submit it with a copy of their ID as follows:

- * Dropped off at the HPP office at 15-1570 Maku'u Drive
- * Mailed to the HPP office at HC 3 Box 11000 or
- * Emailed by owner to: hppomailboxkeys@gmail.com.

2) State Photo ID of all tenants

3) Copy of rental agreement

4) Utility bill matching address & tenants name or Renter's Insurance policy