



Co-Working | Special Events | Meeting Space |
MAILBOX USER AGREEMENT

This agreement is between (hereafter referred to as "User Group")

Contact Name _____ Contact Address _____

Contact Email _____ Contact Phone _____

and

Live6 Alliance Neighborhood HomeBase (referred to as "Live6")

7426 W. McNichols Road Detroit, MI 48221

Requested Start Date: _____

Terms of Service:

Activation of Service: Mailbox service is deemed active only upon execution of this agreement by both parties and upon receipt of any required payments or deposits. Accepted payment methods include, debit cards, credit cards, and Cash App.

Payment Options:

- * Month-to-Month: \$30/month
- * Pre-Pay Discount \$25/month (Minimum 6-month pre-pay)
- * Deposit \$25 (required)

Payment Procedures:

- A credit card must be kept on file
- Deposits are invoiced separately
- Month-to-month customers are automatically billed monthly to the credit card on file unless alternate arrangements are made at least 7 days before the billing date.

- Due date terms for mailbox rental agreement will clearly be specified upon signing the agreement.
- Reminders will be sent to customers nearing their payment due date.
- If a customer fails to make payment by their due date, a Live 6 employee will notify them promptly of the overdue payment. This notification will be sent depending on the preferred communication method specified in this rental agreement.
- Users are given a grace period up 2 weeks to settle past due payment
- If payment remains outstanding beyond the grace period or if multiple payment reminders have been ignored, a final notice of termination will be sent to the customer if payment is not made by the specified deadline.
- If the customer fails to pay by the specified deadline, Live 6 will proceed with terminating their mailbox rental service.
- If the terminated customer has any belongings or mail remaining in their mailbox, the mail will be handled by USPS and delivered with forwarding address on file via 1583 form.

Please select a Preferred Method of Contact: Phone | Email

Access and Key Issuance:

- User Group will be issued 2 keys. Replacement or lost keys are \$25 ea.
- Access to mailboxes is limited to Live6 Business hours; M-F 9:00 AM - 4:00 PM
- Package Handling: Packages must be picked up within 24 hours of delivery. Live6 does not assume responsibility for packages.

Liability and Responsibility:

The User Group assumes all liability for the use of the mailbox and agrees to defend, indemnify, and hold Live6, its agents, and employees harmless from any loss, damage, or injury arising from such use.

- The User Group, its agents, and employees are not considered agents or employees of Live6. The User Group is solely responsible for the actions and omissions of its agents and employees when using Live6 equipment.
- The User Group must ensure workers' compensation coverage for its employees, as applicable.
- The User Group agrees to comply with all applicable city, state, and federal laws and regulations.

Signed By:

[User Group Name or Individual]

Signature: _____ Date: _____

User Title: _____ User Mail: _____

[Live6 Alliance]

Signature: _____ Date: _____