



Mail Policy
Revised Nov 2014

Red Mountain RV Resort is a One Stop Drop. After the mail is delivered to the Resort by the USPS, it becomes the responsibility of the Resort. The Resort will follow and handle, to the best of their ability, the mail, under the guidelines of the Federal mail system. Everyone should be reminded again, that the USPS will not allow forwarding of mail via USPS or a change of address once your mail is delivered to the Resort.

- All mail addressed to a current Owner/current Renter at 1010 Industrial Road, Lot XXX, will be placed in the appropriate Lot Owners/Renters mail box.
- All mail addressed to John Doe, 1010 Industrial Road (No Lot number), will be put in the known box number for John Doe if John Doe is still an owner or renter. If the Resort's mail-handling personnel are unable to associate a mailbox number with the addressee name, the mail will be held per US Postal regulation for 10 days. If no one claims the mail after 10 days, the mail will be returned to the sender.
- Owners that leave for the Summer/Winter need to leave instructions with mail personnel regarding the handling of their mail – should it be held or forwarded. When no instructions are given, it will result in the mail being returned to sender after 10 days.

PLEASE NOTE:

*It is each owner's responsibility to arrange for forwarding of their mail. Mail personnel are **NOT** responsible for reviewing mail and deciding if something should be forwarded or not. If you have, or are expecting, important or time sensitive mail (for example DMV, Legal, Election, etc.) delivered to the resort, you are responsible for arranging for it to be forwarded - either on a regular basis or periodically.*

Mail room personnel cannot sign for certified or registered mail.

- It is the Owner's responsibility to notify the mail personnel that either they or their Renter will, or will not, be receiving mail at the Lot's box.
- Owners that are renting their Lots will complete a form listing the names of the individuals that will be receiving mail in their mail box while they are renting their Lot.
- Owners and or Renters without a key to the assigned mailbox should arrange for mail to be delivered to an alternate address/location – such as using the USPS General Delivery service (for short term mail needs) or by renting a USPS PO box or signing up with a local mail service business.
- Owners need to inform the mail personnel that the Lessee/Tenant has left the Resort and will no longer be receiving mail at the Lot's box.
- It is the Owner's responsibility to provide appropriate mailbox keys to their Lessee/Tenant. Lost or missing keys are the Owner's expense to replace and must be done by a licensed locksmith.
- Each time mail is forwarded; there will be a charge of \$5.00 plus the cost of postage. This charge is subject to change.