

# Rafter J Ranch Homeowner's Association Postal Box Usage Policy

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## A. Application

There are sufficient postal boxes in Rafter J to provide postal service to every residence and commercial lot within the subdivision. This policy establishes how the postal boxes are otherwise administered. In particular, this policy describes who is eligible to be granted usage of a postal box, the conditions required in granting usage of a postal box, identifies the circumstances for changing a postal box lock, and identifies the circumstances for producing copies of the key for a postal box.

## B. General

1. The Rafter J Office, under the auspices of the Rafter J Homeowner's Association, is responsible to maintain the physical condition of the postal boxes including repair and replacement of the boxes as necessary.
2. The Rafter J Office is responsible to maintain the weather-resistant postal box enclosures.
3. The Rafter J Office is responsible to assign postal boxes, maintain postal box user information and applications, and insure users are properly identified before allowing usage of a postal box.
4. The Rafter J Office is responsible to change postal box locks and to maintain a set of master keys for all locks in use or in reserve.

## C. Eligibility and Conditions for Postal Box Usage

1. Current Rafter J owners are eligible to request usage of a Rafter J postal box.
2. Persons requesting usage of a postal box shall complete an Application for a Postal Box and submit it to the Rafter J Office along with identification.
3. Two forms of identification must be provided by the applicant. One form of identification must be a photo ID to enable correlating the applicant's name, signature, and visual appearance. The other form of identification must be a current document that correlates the applicant's name with the physical address. Only original forms of identification are acceptable — not copies. The forms of identification accepted shall be recorded on the application.
  - a. Photo ID examples
    - 1) Valid driver's license
    - 2) Valid passport
    - 3) Valid company badge

b. Physical Address Confirmation ID examples

- 1) Current utility invoice or statement
- 2) Current property insurance statement
- 3) Current county tax bill

c. Physical Address Confirmation ID examples

- 1) Current utility invoice or statement
- 2) Current property insurance statement
- 3) Current county tax bill
- 4) Any document showing the applicant's name and the physical address but preferably one reflecting a lien interest in the property such as
  - a) Mortgage
  - b) Deed
  - c) Lease Agreement or letter from the legal owner or property manager

**D. Postal Box Locks**

1. A fee may be established for changing a postal box lock.
2. Postal box locks shall be changed whenever the user requests a change of lock.

**E. Postal Box Keys**

1. A fee may be established for providing postal box replacement keys.
2. Replacement keys requested from the Rafter J Office shall be provided as needed.
3. The postal box keys may be copied freely by the user at his or her cost without any Rafter J Office involvement.

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION**  
**2951 Big Trail Drive**  
**Jackson, Wyoming 83001**  
**307-733-5262 (email: Office@RafterJ.Org)**

**MAIL DELIVERY VIA RAFTER J POSTAL BOXES**

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The Post Office has permanently assigned one postal box by street address to each property in Rafter J, so that whoever lives at a particular address will always have the same box. You're not required to use the Rafter J postal boxes, however, and may opt for a box in town.

At the base of each 16 box unit are two large lockers for delivery of parcels to residents who have their mail delivered to Rafter J. Keys are left in your mailbox. Once the parcel is removed, the key remains in the lock, to be removed by a Postal Worker. A parcel too large for the lockers must be picked up at the main post office on Maple Way.

Each 16 postal box unit has a slot for outgoing mail. Please use this slot to deposit outgoing mail, as well as any mail that may be placed in your postal box by mistake.

To receive your mail at your Rafter J box, you must use the street address assigned to your residence, and addressed to Jackson, WY 83001. Questions regarding your "official" street address should be addressed to Cynthia at the Rafter J Office.

Fees:

***\$10.00 Application Processing Fee.*** This fee is non-reoccurring and non-refundable.

***\$10.00 Deposit*** for two keys when provided by the Rafter J Office. This deposit is refunded if two keys are returned to the Rafter J Office when use of the postal box is no longer desired. Postal box keys may be duplicated by the user.

***\$20.00 Lock Change-Out Fee.*** This fee is optional and is performed when requested by the postal box user to provide additional security.

To summarize: To receive keys, individuals must apply at the Rafter J office, pay the administrative fee, and present photo ID and proof of residency during normal office hours. Individuals are responsible for the security of their postal keys, and there are separate charges to replace locks and provide new keys if keys are lost as indicated above. Duplicate keys can be obtained through the Rafter J Office for a \$10.00 fee.

Residents receiving mail in Rafter J who wish to have their mail held while they are away for more than a few days must fill out the required Postal Service "hold mail" form at the main post office just as in the past.

**REMINDER:** Please explain to your children that damaging or tampering with postal boxes is a federal offense and that parents are held accountable for acts of their children, including the cost of replacing any damaged property. Damage to the postal sheds should be reported to the Sheriff.

We hope this explanation will be of assistance to you.

Rafter J Board

# APPLICATION FOR MAIL DELIVERY TO RAFTER J

**Please complete Items 1 through 5 (print or write legibly):**

1. **NAME OF APPLICANT** (according to the US Postal Service, you must be a resident of Rafter J to qualify for a postal box and keys):

\_\_\_\_\_

2. **APPLICANT'S PHYSICAL RAFTER J STREET ADDRESS**

\_\_\_\_\_

3. **YOUR TELEPHONE NO.:** \_\_\_\_\_(home) \_\_\_\_\_(cell)

4. **YOUR PHOTO ID NUMBER** (e.g. driver's license, employee ID, other):

\_\_\_\_\_

5. **PLEASE PRINT THE NAMES OF OTHER PERSONS AUTHORIZED TO HAVE KEYS AND RECEIVE MAIL ADDRESSED TO YOUR RAFTER J POSTAL BOX** (Please note that the US Postal Service considers it valid evidence that a person is authorized to remove mail from your postal box if that person possesses a key.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

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The following items are to be completed by Office Staff after the Application has been completed:

Photo ID and physical street address verified by (please initial) \_\_\_\_\_

Key Deposit received: \$ \_\_\_\_\_ Key Deposit Returned: \$ \_\_\_\_\_

Key Serial Number: \_\_\_\_\_ Assigned Mailbox No. \_\_\_\_\_