

## Instructions for Receiving/Forwarding Mail

### Forwarding Mail TO Juniper Ridge:

If you are a new homeowner or renter and want your mail to come to your personal mailbox complete a Rural Customer Delivery Instructions form. When the form is completed deposit it in the blue mailbox across the road from the Administration Office.

Note: Not all mail is forwarded. For example, bank statements, some medications, and catalogs usually are not forwarded.

### Example



**First timers complete this form.**

### Rural Customer Delivery Instructions

*(See Privacy Act Statement on reverse. Your correct mailing address is shown below.)*

Name (Last, First, MI)

Box No.

Telephone No. (include area code)

Route No.

Post Office™, State, and ZIP + 4®

House No.

Street Name

Apt. No.

*Show Low, AZ 85901*

*Lot # Juniper Ridge Resort*

We want to deliver your parcels. If your parcel does not require a signature for delivery and will not fit in your mail receptacle, please tell us how you wish it to be handled when no one is home to accept delivery (Check location):

- Leave outside the mailbox
- Leave on the porch of residence\*
- Leave in other location (Specify location):\*
  
- Leave no parcels

Parcels will not be left in uncovered locations during inclement weather.

When parcels are left in one of the above checked locations, I understand that the Postal Service™ and the carrier are not responsible in case of loss or damage.

\* Option available only if residence is within 1/2 mile of carrier's route.

To avoid delay and to assure prompt delivery of all mail, please complete this form and return it to your carrier. Enter the name of each person who may receive mail at your address in the ten spaces provided below. Include the names of all children and/or employees. Print the full name, including middle initial, of each individual. This information will expedite delivery of your mail.

Rural carriers maintain a supply of stamps, cards, and envelopes for sale. Additionally, your carrier will accept Certified Mail™, Registered Mail™, insure packages, and prepare money orders. Generally, rural carriers can extend practically all services available at a Post Office. Please purchase a sufficient supply of stamps and affix proper postage on all outgoing mail.

#### Enter names of people who may receive mail at your address

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Signature

Date

### Forwarding mail FROM Juniper Ridge

When leaving the park for the summer complete the Official Mail Forwarding Change of Address Order form and place it in the blue mailbox across the road from the Administration Building.