



# How to Get a Mailbox in the Timber Lakes Mail House

4/30/2015

1. Pick up this form from the Timber Lakes Property Owners Association (TLPOA) office or print it from TimberLakesUtah.com
2. Take it to the Post Office (USPS) in Heber City: 125 E 100 N, (435) 654-1345
3. You will need to bring proof of property ownership in Timber Lakes: i.e. utility bill, tax bill, etc.
4. They will assign you a box # for the TLPOA mail house and give you the keys to your box. If you lose your keys you will have to pay for new ones at the Heber City Post Office.
5. Complete the form below and bring it to the TLPOA office. (The Post Office does not charge you for having a box on-site at the Timber Lakes mail house. If you choose to have your PO Box at the Heber Post Office it is \$40.00 for six months.)
6. Pay TLPOA a \$45.00 one-time maintenance fee, then \$10.00 annually. This covers electricity, security, administrative and cleaning. (This fee may increase without notice as expenses warrant.)
7. If TLPOA property (lot) is sold, you must return the keys to the Heber City Post Office.
8. While the Mail House is the property of TLPOA, the mailboxes are the property of the United States Postal Service.
9. If mail is not removed from your box in 10 days the Post Office may return your mail and reassign your box to someone else.
10. TLPOA is not responsible for lost, stolen or misplaced packages, mail or newspapers, etc.
11. If you have questions you may contact the TLPOA office: (435)785-8762 or [Office@TimberLakesUtah.com](mailto:Office@TimberLakesUtah.com)

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## TLPOA MAIL HOUSE USE AGREEMENT

I request the use of a mailbox in the Timber Lakes Mail House and agree to and understand the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
TLPOA Lot #

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Your Physical Address within Timber Lakes

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Timber Lakes Estates, Heber City, UT 84032

\_\_\_\_\_  
**Mailbox # at the Timber Lakes Mail House as Assigned  
by the Heber City Post Office**

\_\_\_\_\_  
Email

\_\_\_\_\_  
Amount Paid

Form of payment: cash / check / CC  
(circle one)

\_\_\_\_\_  
TLPOA Receipt #

**Check here to indicate that you want all TLPOA correspondence to go to your TLE mail box.**