

How to Get a Mailbox in the Timber Lakes Mail House

1. Pick up this form from the Timber Lakes Property Owners Association (TLPOA) office or print it from TimberLakesUtah.com, under important information, forms, mailbox form.
2. Take it to the Post Office (USPS) in Heber City: 125 E 100 N, (435) 654-1345; They will assign you a box # for the TLPOA mail house and give you the keys to your box.
3. You will need to bring proof of property ownership in Timber Lakes: i.e., utility bill, tax bill, etc.
4. 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.
5. Pay TLPOA a \$50.00 one-time fee, then \$20.00 annually. This covers electricity, security, administrative and cleaning. (This fee may increase without notice as expenses warrant).
6. If TLPOA property is sold, you must return the keys to the Heber City Post Office, while the Mail House is the property of TLPOA, the mailboxes are the property of the United States Postal Service.
7. 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.
8. TLPOA is not responsible for lost, stolen or misplaced packages, mail or newspapers, etc.
9. If you have questions, you may contact the TLPOA office: (435) 200-9888 or TLPOAAdmin@csshoa.com



TLPOA MAIL HOUSE USE AGREEMENT

I request the use of a Timber Lakes Mailbox at the Mail House and agree to the above information.

Please Print Name _____ TLPOA Lot # _____

Signature _____ Today's Date _____

Physical Address within Timber Lakes _____

Mailing Address Mailbox # _____ **Timber Lakes Estates, Heber City, UT 84032**

Email _____ Phone # _____

Fee Paid \$ _____ **TLPOA Receipt #** _____

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Check here if you want all TLPOA correspondence sent to your on-site mailbox.
