



PACKAGE ACCEPTANCE FORM

Unit #: _____

Last: _____

First: _____

Last: _____

First: _____

Home: (_____) _____

Work: (_____) _____

Cell: (_____) _____

Email: _____

As a convenience to our valued Residents, we offer a package acceptance service for packages requiring signature for delivery, Monday through Friday 9:00am – 5:00pm. UPS, FedEx and Courier vendors are notified to deliver all other packages directly to the unit door by use of the intercom directory.

For packages requiring signature, once a package is received, the on-site Management staff will sign for your package and notify you via email that the package has arrived. Unless otherwise notified, Management will disperse the packages to the Resident's door before 5:00pm. Packages received after 3:00pm will be delivered the following business day. For after-hours deliveries (after 5:00pm or on Saturday/ Sunday/ Holidays), Management is not on site and vendors are notified to contact the Resident directly to deliver packages by use of the intercom directory.

Please note: It is the responsibility of the homeowner to notify the Management Office if you will be out of town, on vacation or unavailable for an extended period of time but are anticipating a package to be delivered. Unless otherwise informed, Management will leave packages at the unit door. In addition, Residents may request to have Management hold on to a package(s) for a 48 hour period.

By signing this form you are allowing us to sign for packages requiring signature and deliver to your door before 5:00pm Monday through Friday, 9:00am – 5:00pm. The Association is not responsible for any damage or loss of an Owner's items or packages. In addition, below are additional rules in regards to packages received.

1. **Oversized Packages.** Packages weighing more than 30 pounds or larger than 8 cubic feet, or 24" x 24" x 24", tires, auto parts, furniture or business supplies will only be accepted by the Breeza Management Office upon prior written consent from the Homeowner.
2. **Delivery.** The Homeowner is responsible for making arrangements for the package(s) to be delivered inside the unit. Management will not hold packages over 30 pounds. Management will not deliver packages inside units.
3. **Holding Packages.** Packages under 30 lbs. will be held no longer than a 48 hour period once the recipient has been notified, after which time they will be returned to the carrier.
4. **Residents Only.** No package will be accepted if the name of the recipient is not posted on the resident list, unless prior arrangement has been made with Management.

I understand the above policy and authorize the Breeza Owners Association personnel to accept any packages delivered to me requiring signature for delivery.

Signature: _____

Date: _____

Homeowner Signature or Tenant Signature

