



PACKAGE ACCEPTANCE AGREEMENT

Packages will be accepted at the Management Office during normal business hours from all delivery services including U.S. Mail, DHL, UPS and/or Fed Ex. The following restrictions will apply:

1. Package acceptance on behalf of our tenants is a service provided as a convenience and resident agrees not to hold University Manors, LTD responsible in the event a theft or loss occurs. Furthermore University Manors is not liable for any damage to packages accepted on behalf of tenants.
2. Packages must be picked up during normal business hours (M-F 10am to 5pm) at the Management Office (72 E 14th Ave). We do close during certain school closings, holidays and breaks. Please contact the office for dates of closing prior to having items delivered at the office during those times.
3. Due to the extremely busy move-in/move-out period, packages will not be accepted or be available for pick up from July 25th to August 31st.
4. Packages not picked up within **seven (7) days** may be returned to sender.
5. Tenants are responsible for notifying the delivery company of their delivery preference (i.e. leasing office, leave at door, etc.) when no one is home.
6. Packages must be addressed to a person listed on the lease and will only be released to the addressee, must bring picture ID.
7. The following types of packages may be refused and may not be stored in our leasing office:
 - Packages shipped prior to occupancy
 - Packages containing personal items shipped during a move
 - Packages containing perishable items
 - Tires
 - Luggage
 - Any large items not pre-approved by management
 - Illegal Contraband

University Manors, LTD reserves the right to discontinue this service at any time.

If you have any questions regarding this policy please contact Ashley, Ashley@universitymanors.com or 614-291-5001.

Tenants Name

Tenants Signature

Address

Date