

# EVO HOMEOWNERS ASSOCIATION PACKAGE ACCEPTANCE FORM

Unit #: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_

Homeowner's or  Resident's Name

Last: \_\_\_\_\_ First: \_\_\_\_\_

Homeowner's or  Resident's Name

Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

As a convenience to our valued residents, we offer a package acceptance service. If you are not home or out of town and you are expecting a package via UPS, FedEx, Mail service or any other carrier, we will accept it and hold it for you for a 48 hour period in the package storage room, with your prior written approval.

By signing this form you are allowing us to sign for your package and hold it in our package storage room.

You will then receive a message on your primary phone and/or email notifying you of your package. Because of the high volume of items received, we ask that you pick up your package within 48 hours. If for some reason you will not be able to retrieve your package within the 48 hour time period, please notify the office so that your package does not get returned to the carrier.

The Association is not responsible for any damage to 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 not be accepted by the Evo Homeowners Association office from parcel delivery.
2. No Delivery. Building personnel cannot deliver packages or accompany a delivery person to open the door for delivery to individual Units.
3. Holding Packages. Packages will be held no longer than a 48 hour period, after 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 Evo Homeowners Association personnel to accept any packages addressed to and delivered in my absence. I further release the Association, its directors, officers, employees, agents, and property managers from any and all loss, damage, and claims of liability related to the Association's acceptance and holding of any package on my behalf as authorized herein.

Homeowners or  Residents' Signature(s):

\_\_\_\_\_ Date: \_\_\_\_\_