



MT. POCAHONTAS PROPERTY OWNERS' ASSOCIATION

386 Old Stage Rd. Albrightsville, PA 18210

Phone: 570-722-9220 Fax: 570-722-2605

E-mail: mppoaoffice@gmail.com

Website: www.mtpocahontas.com

Future Homeowner Of:

\_\_\_\_\_  
Albrightsville, PA 18210

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

RE: Cluster Box # \_\_\_\_\_ Per \_\_\_\_\_  
Post Office Representative

Dear Future Neighbor:

The cost for the Cluster Box is a one-time fee of \$135.00. We accept cash, credit cards, check or money order payable to MPPOA. This is a non-refundable fee. Please sign and date the bottom of this letter as acceptance of these terms and return to the office.

Please be advised that you will need to:

1. Bring this completed form to the MPPOA office to pay the \$135.00 fee.
2. You will then take the form to the Albrightsville Post Office, and they will assign the Cluster Box #
3. You will then need to come back to the MPPOA office with this letter after the Albrightsville Post Office assigns the cluster box to obtain your keys.
4. You will then take all three (3) keys to try in the lock to ensure that all the keys work.

If anything happens to the cylinder, you are responsible for paying the cost of \$25.00 to have the lock changed. Mail must be picked up at least every 30 days. If your mail is not picked up in a timely manner, your box could be closed by the Albrightsville Post Office.

Should you have any questions regarding this matter, please do not hesitate to contact the office. Our business hours are 8 a.m. to 4 p.m. Monday to Friday and 8 a.m. to 12 p.m. on Saturday.

Sincerely,

Mt. Pocahontas POA

\_\_\_\_\_  
Printed Name/Names

I/We \_\_\_\_\_ agree to the terms listed above.

Date \_\_\_\_\_