

## Put Package Pick-Up Rules in Lease or Site Rules

These rules tell your residents that, as a courtesy, you will accept deliveries for them when they are not home. It warns residents that you won't notify them when packages arrive—it's their responsibility to come to the office if they are expecting something. The rules also say that you are not liable for the safekeeping of residents' packages. Finally, the rules tell residents that they can pick up only packages addressed to them, and that they must show identification and sign the package log when doing so.

### PACKAGE PICK-UP RULES

As a courtesy to our residents, we will accept delivery of packages addressed to you if you are not at home when the deliveries arrive. This courtesy is subject to the following rules:

- 1.** We will not notify you when packages arrive. If you are expecting a package, be sure to check with the management office.
- 2.** We are not responsible for the security or condition of packages that we accept on your behalf. We will make our best efforts to handle your packages carefully and to keep them secure until you pick them up, but we do not guarantee that they will be undamaged, unspoiled, or completely safe from theft. We will not be liable for any theft, loss, or spoilage of or any damage to any package or packages we accept on your behalf.
- 3.** We will release a package only to the named addressee. You may not pick up packages for anyone else. When picking up a package, you must present identification and sign the Package Log.