



PACKAGE ACCEPTANCE FORM

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 (including Express Mail) or any other carrier, we will accept it and hold it for you for a 48 hour period in the package storage room.

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

We cannot be held accountable for any damage to or loss of your items.

You will receive a message from West Ocean [no-reply@actionlife.com] at your primary email address notifying you of your package. If you do not wish to receive email notifications for packages, please provide your preferred alternate method of contact below.

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.*

Address & Unit #: _____

Last Name: _____, First Name: _____

Primary Email Address: _____

(or preferred alternate method of contact): **Cell/Home/Work** _____

Last Name: _____, First Name: _____

Primary Email Address: _____

(or preferred alternate method of contact): **Cell/Home/Work** _____

- **At no time will the front-desk personnel sign for or accept Certified Letters and/or Registered Mail. (Express Mail is ok)**
- **At no time will the front-desk personnel sign for deliveries of items that are not in a package or box (e.g. furniture). We cannot sign forms indicating that an item was delivered in good condition, etc.**

I understand the above policy and authorize West Ocean personnel to accept packages in compliance with the above.

Signature: _____ Date: _____

Signature: _____ Date: _____