



New Tenant Mailbox Instructions

Visit the Local Post Office: The new tenant should visit the local post office that serves the property. It's best to go in person for the most accurate assistance.

8700 STONEBROOK PKWY
FRISCO, TX 75034-9998

Bring Required Identification: The tenant should bring two forms of identification:

- A government-issued photo ID (like a driver's license or passport).
- A second form of ID that shows their current address (like a utility bill, lease agreement, or bank statement).

Complete USPS Form 1583: The tenant may need to complete Form 1583, which is the "Application for Delivery of Mail Through Agent." This form authorizes USPS to deliver mail to their designated CBU mailbox.

Provide Proof of Occupancy/Residence: The tenant may need to show proof of their rental agreement or lease to verify that they are authorized to receive mail at that address.

Inform USPS of Any Issues: If there are any problems with mail delivery or accessing the mailbox, the tenant should contact the local post office for assistance.