

# Agreement by a Hotel, Apartment House, or the Like

to Assume Responsibility for Registered Mail Delivered to an Authorized Representative of a Hotel, Apartment House, or the Like

In consideration of the US Postal Service making delivery to the undersigned of registered mail addressed (as the case may be) to guests or employees of hotels, occupants of apartment houses, or the like, when delivery has not been restricted by the sender or addressee, without a written order from the addressee and even though the matter is not addressed in care of the institution, the undersigned agrees to:

1. Accept delivery;
2. Become financially responsible therefor to the US Postal Service or to the owners of the mail involved as it or their interests may appear;
3. Properly safeguard and dispose of any and all registered mail which may be entrusted to it by the Postal Service for de-

livery to the addressees; and,

4. To keep for two years such record of the mail as will show date of receipt, registration number, name of post office, and state of origin, exact address borne by the article, condition of the article if other than good, manner of disposition, and date of disposal.

The undersigned further agrees to take receipts for all such mail from the addressees when delivered, or from the proper postal employee when returned by the undersigned for any reason prior or subsequent to delivery to the addressee. Until otherwise advised, delivery of registered mail will be made to the following designated person or persons as authorized representatives of the undersigned:

Designated Representative's Signature

Designated Representative's Signature

Designated Representative's Signature

Designated Representative's Signature

The undersigned agrees to immediately notify the local post office, in writing, of any change in ownership or management of the institution, or of the persons named in this agreement as being authorized to receive the registered mail of the institution and hereby assumes responsibility for any failure to immediately give such notice.

This agreement is to be executed by the owner of the hotel, apartment house, or the like, or by a person having written authority from the owner to sign the agreement, which authority, or a copy thereof, must be filed at the post office with the agreement. If the hotel, apartment house, or the like is being operated by a person or concern under a lease, receivership, or other form of operation, and not on behalf of the owner, this agreement should be signed by such person

or concern or by his or its authorized representative.

NOTE: The agreement requires the hotel, apartment house, or the like to immediately notify the local post office, in writing, of any change in the ownership or management of the institution, or of the persons named as authorized to receive the registered mail. The postmaster will also instruct carriers to immediately report any instances noted by them where there has been apparently been a change in the ownership or management, or in persons named in the agreement as being authorized to receive the registered mail of the institution

It is understood by the undersigned that this agreement can be discontinued by the Postal Service or by the undersigned at any time upon written notice to the other party involved.

### Hotel, Apartment House, or the Like

Name of Hotel, Apartment House, or the Like

Address (No., St. City, St., & ZIP + 4)

By (Printed Name)

Title

Signature

### Witness

Printed Name

Signature

Date Signed

### Postal Service

City, State, ZIP + 4

Postmaster Signature (Or designee)



**Authority to Execute a PS Form 3801-A  
on Behalf of a Corporation**

Corporation Name

Corporation Secretary

Date of Meeting (*Mo., day, yr.*)

I, the corporation secretary named above, do hereby certify that at a meeting of the board of directors (date above) the following resolution was duly passed and recorded in the minutes of the corporation:

**RESOLVED**, that the (*Name of corporate officer*) \_\_\_\_\_

of the (*Full name of corporation*) \_\_\_\_\_

do this corporation is hereby authorized to execute the US Postal Service's standard form of agreement

covering the reception and treatment of registered mail addressed to guests and employees at the (*Name*

*of hotel, motel, or apartment house*) \_\_\_\_\_.

**RESOLVED**, further that the US Postal Service is authorized to rely upon this resolution until receipt by it  
of written notice of any change.

Secretary's Signature

