



MAILBOX REQUEST FORM

Please fill out the mailbox request form and email it to Suncadia-CommunityAssociations@suncadia.com

PROPERTY OWNER INFORMATION

Last Name(s): _____

First Name(s): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

PROPERTY DETAILS

Full-Time Resident? ☐ Yes ☐ No

Estimated Move-In Date (if applicable): _____

MAILBOX SERVICE FEE

A one-time, non-refundable fee of \$300 is required to obtain a mailbox.

Payment must be made by check or money order payable to:

SCC (Suncadia Community Council)

ACKNOWLEDGEMENT

By signing below, I acknowledge that:

- Mailbox assignment is subject to availability
- The one-time fee is non-refundable
- If the property is sold, the new owner must pay the mailbox fee to continue service.

Signature: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY

Date Received: _____

Payment Received: ☐ Yes ☐ No Date: _____

Mailbox Number Assigned: _____

Key(s) Issued: ☐ Yes ☐ No

Processed By: _____