



- **WVE Mailbox Policy**

- **Perpetual Box Assignment:** Mailboxes are permanently assigned to a specific address, not to an individual owner. If an owner leaves WVE, the new owner at that same address will be assigned the same mailbox.
- **Assignment & Key Collection:** Owners who have submitted applications must go to the front desk at the Community Center to receive their box assignment and key once notified a box has been assigned. The USPS is *not* involved in assigning boxes for WVE. Please bring your license to be issued the key, we cannot give out keys without confirming identity.
- **Proximity Rule:** Mailboxes must be assigned to the box number closest to the owner's street. A master list is essential for this. For example, if an address is on Snowood Drive, the assigned box should be as close as possible to other Snowood Drive boxes, as required by the USPS.
- **NEW MAILBOX APPLICANTS - USPS Registration (RFD Card):** After submitting your application and receiving their WVE box number, the owner must complete an RFD card at the Campton USPS. Mail delivery will not commence until the address is entered into the postal system. This is not necessary for owners who previously had a mailbox at the community center.
- **Mailing Address Format:** Owners *must* use their **street address** for mail. **Do NOT use the WVE Box Number** as it will cause confusion with Campton Post Office boxes and will lead to delays in delivery.
- **Key Responsibility:**
 - **Returning Keys:** Box owners are responsible for returning their key to WVE if they no longer need the box.
 - **Missing Keys (Outgoing Owners):** If an outgoing owner fails to return their key, the Campton USPS will rekey the box at a cost of \$60 to the *new* box owner. WVE is not responsible for missing keys.
 - **Misplaced Keys (Current Owners):** If a current box owner misplaces their key, they are responsible for arranging and paying for the USPS to rekey the box.
- **Long-Term Renters:** Long-term renters are permitted to get a mailbox, but the homeowner must complete the application. This is due to the permanent address-to-box assignment.
- **New Applicants:** If an owner would like to submit an application, please complete the forms and email to info@waterville-estates.com. Applications can be found on Townsquare and at the front desk. Non-owners cannot submit applications.