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## USPS Post Office Box Assignment Instructions

Here are the directions from the Post Office to have your mailbox assigned to you and/OR have the lock changed:

- Write a letter to the Post Master on your company's letterhead requesting to have the locks changed per the agreement on your lease and have it signed by someone authorized to receive the new keys. You will also need to include a copy of this person's ID in the letter.
- The person whose ID is copied in the letter will have to go to the Westlake Post Office with this letter, a copy of your lease agreement, \$40.00, and their ID and fill out a Lock Change Form AND a Change of Address form.
- The USPS will process this request and change the locks within 1-2 weeks.
- Please note that the person ID'd in the letter will be the only one authorized to pick up the keys.
- The pick-up of these keys can happen in one of two ways:
  - The locksmith will let the Post Office know that the locks have changed and leave the keys at the Post Office for pick up.
  - If the person authorized is on-site at the time of the lock change, the locksmith will hand the keys over directly.
    - The only issue with this scenario is that there is no alert that they are coming or there. However, if communicated, the security guard can be on the look-out for the locksmith and when they are on-site, will alert you so that you can come down and meet them and receive the keys.

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**Please note that the full zip code for this location is 20814-3573.**

**If you have any further questions or concerns, please contact your  
Property Manager.**