



PACKAGE POLICY

Resident Name

Unit / Bedroom

Incoming Packages

As an accommodation, Diamond Green will receive any packages sent to residents of the building. Diamond Green will notify residents of package deliveries. Once a package is received, the front desk personnel will enter the package information in the mail log and store the package in the package room adjacent to the front desk. It is the resident's responsibility to retrieve their package once they are notified of the package delivery. Front desk personnel will not distribute any package to any resident without proper identification and the resident's signature on the mail log in order to retrieve the package. Diamond Green will not be held responsible for any lost or stolen items.

Outgoing Packages

As an accommodation, Diamond Green front desk will accept resident's out-going packages. All packages must be properly labeled or the front desk personnel will not accept them. Diamond Green will not notify residents that their package have been picked up. It is the resident's responsibility to contact the carrier for pick-up. Diamond Green will not be held responsible for lost or stolen items.

TENANT

DATE

CO-SIGNOR

DATE