

## DOLPHIN POINTE OF DUNEDIN - MAILBOXES

- Dolphin Pointe Condominium is responsible for the physical mailboxes only. (Common Element)
- Condominium owners are responsible for their own individual mailbox lock and keys.
- The US Post Office will coordinate the replacement of the lock due to lost key(s).

**Question:** I have lost the key(s) to my mailbox, what do I do?

**Answer:** The Unit Owner is responsible for purchasing a new lock and keys per US Postal rules.

**Step 1:** Purchase a mailbox lock and key set for left or right turn for your current mailbox lock system. You must contact the Post Office to find out who currently supplies the lock and key sets. *You must know if your key turns left or right when you open your mailbox\**. A minimum of 3 keys is required.

**Step 2:** Retain one of the keys for yourself. Bring the other two keys and your replacement lock system to the Dunedin Post Office at 1350 County Road 1. You will need a government issued photo identification. You will be required to pay a \$35.00 service fee to coordinate the set-up for the lost mailbox key. *This fee is subject to change by the US. Postal Services.*

**Step 3:** The Post Office will remove the old lock and replace with the new lock. Once they replace your lock they will retain one of the two keys that you gave them and place the second key you gave them in your mailbox.

**Step 4:** You will use the key that you retained for yourself to open your mailbox and retrieve the key that US Post Office placed in your mailbox. Therefore, you will end up with two mailbox keys and the US Post Office will have one key.

Dolphin Pointe will not retain, or distribute any mailbox keys. This is the responsibility of the Unit Owner. The Postal Services recommends changing locks between rentals.

\*For your records: My mailbox key turns left or right (circle one).