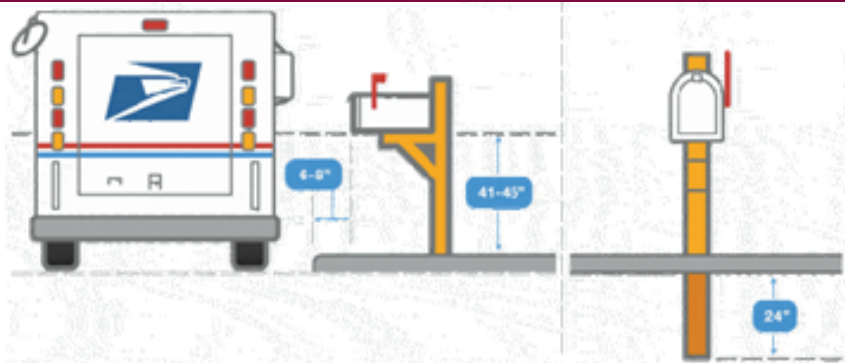


INSTALLING A NEW MAILBOX

A mailbox is the responsibility of the homeowner and may or may not apply.



MOST DEVELOPMENTS WILL INSTALL CLUSTER BOXES. PLEASE CHECK WITH YOUR AGENT

LOOK FOR POSTMASTER GENERAL'S SEAL

- Every new mailbox design should be reviewed and receive the Postmaster General's (PMG) seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes, so show the plans to your local postmaster for approval.

PLACING THE MAILBOX

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your side-walk, steps, or porch.

INSTALLING THE POST

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway

- Administration recommends:
- 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

Maintenance Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address; tighten loose hinges on door, take care of rusty or loose parts, replace missing or faded house numbers and keep the path to your mailbox clear.

Reference: <https://www.usps.com/manage/mailboxes.htm>