## Post Office Tenancy Agreement Form

This Post Office Tenancy Agreement (hereinafter referred to as the "Agreement") is made and entered into on this \_\_\_ day of \_\_\_\_\_\_\_\_, 20, by and between:

**Landlord (or Managing Entity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AND

**Tenant (Post Office Operator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Premises Information**
Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Specific Use (Post Office Operations): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Lease Duration**
Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
This lease is set for a term of \_\_\_\_\_\_\_\_\_\_ months/years.

**3. Rental Fees**
Monthly Rental Fee: $\_\_\_\_\_\_\_\_\_\_
Due Date: The \_\_\_\_\_\_\_\_\_\_ of each month.
Late Fee: $\_\_\_\_\_\_\_\_\_\_ after \_\_\_\_\_\_\_\_\_\_ days late.
Payment Method: ☐ Check ☐ Bank Transfer ☐ Online Payment ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Maintenance and Repairs**
Landlord Responsibilities:
☐ Structural Repairs ☐ Exterior Maintenance ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Tenant Responsibilities:
☐ Interior Maintenance ☐ Equipment Repairs ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Early Termination**
Conditions for Early Termination:
☐ Breach of Agreement ☐ Mutual Agreement ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Notice Period: \_\_\_\_\_\_\_\_\_\_ days/months required by either party to terminate the lease early.

**6. Signature**
By signing below, both the Landlord (or Managing Entity) and the Tenant (Post Office Operator) agree to all terms and conditions outlined in this Post Office Tenancy Agreement.

Landlord (or Managing Entity) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Tenant (Post Office Operator) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_