

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: _____
