



## CB SOUTH P.O. BOX RENTAL – Change Request Form

Effective as of (Date): \_\_\_\_\_

### TYPE OF CHANGE REQUESTED

- Closing P.O. Box
- Moving from one address in CB South to another in CB South
- Address remains the same, other contact information changes
- Other \_\_\_\_\_

NAME \_\_\_\_\_

BOX # \_\_\_\_\_

OLD STREET ADDRESS \_\_\_\_\_

NEW STREET ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

- Need one form of identification and verification of residence (ex: utility bill).
- PO Box is only good for as long as you occupy the address, if you move from the address above the PO Box is invalid.

### *For office use only*

Key(s) returned?       Yes       No      Quantity: \_\_\_\_\_

Key deposit returned?       Yes       No      Amount: \$ \_\_\_\_\_

Copy to USPS on this date \_\_\_\_\_

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Crested Butte South Property Owners Association, Inc.  
61 Teocalli Road  
Crested Butte, Colorado 81224  
Phone (970) 349-1162  
Fax (970) 349-1163  
[www.cbsouth.net](http://www.cbsouth.net)