



# MARQUEE

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## PARK PLACE H.O.A.

### PACKAGE ACCEPTANCE FORM

One of the benefits we offer to Marquee Park Place residents is a package acceptance service. If you are expecting a package via UPS, FedEx, US Post Office, or any other carrier, we will hold it for you for a period of **7 days** in the Package Storage Room. After 7 days, any unclaimed packages will be sent back via "return to sender".

By signing this form you are allowing us to sign for your package and hold it in our storage areas. Without the signed authorization, we will not be able to take receipt of your packages and you will be personally required to contact the carrier for receipt of your individual packages.

You will then receive a message on your primary phone or through an email notifying you of receipt of your package. Because of the high volume of items received, we ask that you pick up your package within 7 days. If for some reason you will not be able to retrieve your package within the allotted period of time, please notify the office so that your package does not get returned to the carrier. If you will be out of town, please notify the front desk so we may hold your package as long as needed until your return. Perishable items must be collected within 24 hours of delivery.

We cannot be held accountable for any damage to or loss of your items. These forms will be available at the front desk as well. If you have any questions, please contact Brandon Surdock, Operations Manager at (949) 250-5785.

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**I understand the above policy and authorize the Marquee Staff to accept any and all packages.**

**\*Primary phone number & email:** \_\_\_\_\_

**\*Address & Unit #:** \_\_\_\_\_

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**Resident Print & Sign**

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**Resident Print & Sign**

*An ACTION Community.*  
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[www.MarqueeParkPlace.org](http://www.MarqueeParkPlace.org)

*\* Required Information  
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