



**To: All members of the SLAA**

**Re: Delivery Mode Conversion**

Members of the SLAA, as many of you know the Postal Service is shifting it's business model to continue to be viable in the future. Many of those changes will not affect you in any way but I wanted to reach out to you today to discuss several that will.

**1. All new deliveries Nationwide will be in a centralized format.**

*What this means is whether it's an apartment, residential, house, or business any new delivery will be received in a Cluster Box Unit on the street. The Postal Service is getting away from the door to door delivery with every new delivery.*

**2. The Postal Service has revised the POM giving the USPS the autonomy to make changes to current mode of delivery.**

*The Postal Service is not currently unilaterally changing any current modes of delivery. But it now has the authority to do so.*

That leads us to why I'm contacting you today. The Postal Service would like to convert you and all of your properties to a Centralized form of delivery. We will purchase new CBU's, pour a concrete pad, and install the boxes on your properties. This is not something that you would need to pay for and be reimbursed, rather the Postal Service will cover all of the costs from the beginning. The first step in doing so would be to sign a conversion request. From there my team will come out to your site, walk the grounds with your property managers and negotiate the best spot for the boxes for both parties. The number of locations per complex will be determined by numerous factors, such as complex size, parking, safety ect. Each box contains 16 keylocked secure compartments for tenants, as well as an outgoing mail slot and two parcel lockers. No longer will your mail carrier be bringing packages to your office for your tenants to retrieve.



They will be locked and secured in one of the parcel lockers. Should any of your tenants be elderly or disabled they can request a *Hardship Delivery* and your local carrier will still take their mail straight to their door.

During the process my team and I will send out several notices to your tenants; one letting them know that the Postal Service has come to an agreement to begin this project, and a second letting them know when the change will take place. We will direct them to call the local Post Office with any question and implore you and your staff to do the same. It is our intention to take the brunt of any complaints that arise from this change. We understand that no one likes change and hope to shield your staff from any discord.

This program is funded by the US Postal Service Headquarters, it is our understanding that IF or WHEN the Postal Services decided to go to a more radical approach of unilaterally requiring properties to convert, that the funding will not be available to purchase the equipment. I implore you all to contact me at your earliest convenience so that we may begin the process of converting your properties.

If you are ready to get started, simply fill out the conversion request below, sign, and email it back to me. If you have any questions you can reach me by email or cell phone below. Thank you for your time.

Michael Beutel

Manager Customer Service

314-401-9773

[Michael.P.Beutel@USPS.GOV](mailto:Michael.P.Beutel@USPS.GOV)



## Florence Vital Type III CBU –



**AF** FLORENCE  
manufacturing company



**AF** FLORENCE  
manufacturing company



## CONVERSION REQUEST

Date > \_\_\_\_\_

Zip Code > \_\_\_\_\_

Development Name > \_\_\_\_\_

Development Address > \_\_\_\_\_

Person Contacted > \_\_\_\_\_

Telephone > \_\_\_\_\_

The undersigned, manager(s) of  
(address) > \_\_\_\_\_

(address) > \_\_\_\_\_ .

Will have our mail delivered to a cluster type box in lieu of our present individual mail delivery locations.

It is not the intention of the Postal Service to force anyone to give up their present mode of delivery for CBU delivery. Once the change has taken place, however, it is understood that we cannot return to individual mail delivery locations. The centralized mode of delivery will have been established.

Equipment to be installed by **USPS >**

Developer/Owner> \_\_\_\_\_

Keys to be issued by **USPS >**

**Developer/Owner>** \_\_\_\_\_

Locks will be replaced by **USPS >**

**Developer/Owner>** \_\_\_\_\_

### **COMMITMENT OF DEVELOPER**

Grant authority for the US Postal Service to install CBUs on easement owned within said development. It is understood that it is the responsibility of the Property Owner to service and maintain these units after installation.

This notice will serve as a conversion request to the US Postal Service, for the placement of centralized delivery equipment as stated above and includes certification that the customer has requested this delivery mode conversion.

USPS Representative:

Name Michael Beutel

Title Manager Customer Service

Signature \_\_\_\_\_

Phone 314-531-0949

Property Developer/Manager/Owner:

Name >

Title >

Signature > \_\_\_\_\_

Phone >

