

Receiving Mail at the Fenmore

In order to receive your mail at the Fenmore, the post office requires that your name be listed on the building **Mailing Directory** and that a label with your name and apartment number be placed at the back of the mailbox. To be listed on the directory you must fill out the **Resident Registration Form** which can be picked up at the Fenmore Maintenance office (617-424-8235) in the basement of the 64 Charlesgate East building or downloaded at thefenmore.org/FenmoreResidentRegistrationForm2020.pdf. The form can be filled out online at http://lundgrenmanagement.com/notify_move.php.

In addition to being listed in the directory, you must place a **Label** inside the mailbox that lists the **Apartment Number** and the **Names** of all the residents receiving mail there. The label should be approximately **4" wide** and be placed at the **top** of the **rear** of the inside of the mailbox with the names and apartment number printed clearly. When mail is delivered, the letter carrier opens a bank of mailboxes with a special postal key and tilts the boxes forward so that mail can be inserted from the top. When the boxes are tilted forward the numbers on the front of the boxes are not easily visible. The label at the back of the box enables the letter carriers to insert the mail into the correct boxes. Do NOT put labels on the *outside* of the box. They do not help the letter carrier and they will be removed.

