



Golden State Storage - Roscoe  
 15655 Roscoe Blvd.  
 North Hills, CA 91343-6406  
 818-892-5669

## Payment Receipt

**Tenant** City of LA-Done-North Hills East Neighbo  
 c/o: City of LA - Done-North Hills East Neighborhood  
**Address** 200 North Spring 20th Fl. Suite 2005  
 Los Angeles, CA 91402

**Date Printed** March 05, 2020  
**Payment Date** March 05, 2020 4:39 PM  
**Paid Thru** March 30, 2020  
**Current Balance** \$0.00  
**Receipt Number** 43789  
**Unit Number** F11  
**By** Susan Frates

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
02/29/20	F11	Rent 2/29-3/30	286.00	0.00	0.00	286.00	286.00 Cash
02/29/20	F11	Protection Plan 2/29-3/31	10.00	0.00	0.00	10.00	10.00 Cash

Taxes 0.00  
 Payment (less tax) 296.00  
 Payment Subtotal 296.00  
 Credits Applied 0.00  
 Refunds Applied 0.00  
 Total Applied to Accou \$ 296.00

Current Account Bal. \$0.00  
 Paid By Cash  
 Paid Thru Date March 30, 2020

GSS 106

*15 days prior  
 to due date  
 emailed  
 (15<sup>th</sup> email)  
 due date 13<sup>th</sup>  
 (30 day cycle)  
 3/5/2020*



www.GoldenStateStorage.com

15655 Roscoe Blvd.  
North Hills, CA 91343-6406  
818-892-5669

Compartment No. F11  
Lease No: 1881  
Date: September 14, 2017

### RENTAL AGREEMENT

This Rental Agreement, executed in duplicate at North Hills, California, effective September 14, 2017, between Golden State Storage, North Hills, (Owner) and City of LA-Done-North Hills East Neighbo (Occupant).

1. DESCRIPTION OF PREMISES. Owner rents to Occupant and Occupant rents from Owner the Storage Compartment as written above at Golden State Storage, North Hills, CA. Occupant has examined the self storage facility and the compartment therein and accepts them as being clean and in good order, condition and repair and satisfactory, including safety and security.

Occupant shall not assign, lease or sublease the compartment, or any portion thereof, without the prior written consent of Owner. Owner may withhold consent to any requested assignment or subletting in Owner's sole, unlimited, and absolute discretion. No requirement of reasonableness in the granting or withholding of such consent is to be implied by anything in this agreement.

2. TERM AND TERMINATION; CHANGE IN TERMS OR CONDITIONS. The term of this agreement shall commence as of the date written above, and shall continue on a month to month basis. In addition to termination as provided by law, or by other provisions of this agreement, Occupant's right to use the storage space may be terminated by either Owner or Occupant by the giving of written notice to the other at least seven days prior to the expiration of any month of this tenancy. In addition, any of the terms and conditions of this Rental Agreement, including rent, may be changed by written notice given to Occupant by Owner at least seven days prior to the expiration of any month of this agreement.

3. RENT AND FEES. Rent shall be payable in advance at the rate of \$286.00 per month, payable on or before the first day of each rental period without deduction, prior notice, demand or billing statement. Rent may be delivered in person or by U.S. mail to the Owner's address above. In the event Occupant shall fail to pay the amounts due within ten (10) days, in addition to any other amounts due, there will be a reasonable late charge of \$10.00 for rent of \$60 or less; \$15.00 for rents greater than \$60 but less than \$100; or \$20.00 or 15% of monthly rent- whichever is greater - if the monthly rent is \$100 or more.

4. ACCESS AND RULES. In Owner's sole discretion, Occupant's access to the premises may be conditioned in any manner deemed reasonably necessary by Owner to maintain order and protect security on the premises. Such measures may include, but are not limited to, limiting hours of operation, requiring verification of Occupant's identity, and requiring Occupant to sign in and out upon entering and leaving the premises. Owner shall have the right from time to time to establish or change hours of operation or to promulgate amendments and additional rules and regulations for the safety, care and cleanliness of the premises, or preservation of good order. Occupant agrees to follow all Owner's rules now in effect or that may be put into effect from time to time.

5. INCORPORATION OF PROVISIONS ON ALL THREE PAGES. Occupant acknowledges that he has read and is familiar with all of the provisions printed on all three pages of this Rental Agreement, and Occupant agrees that all such provisions constitute a material part of this Rental Agreement.

**NOTICE OF LIEN. YOUR STORED PROPERTY WILL BE SUBJECT TO A CLAIM OF LIEN FOR UNPAID RENT AND OTHER CHARGES AND MAY EVEN BE SOLD TO SATISFY THE LIEN IF THE RENT OR OTHER CHARGES DUE REMAIN UNPAID FOR FOURTEEN (14) CONSECUTIVE DAYS. THIS LIEN AND ITS ENFORCEMENT IS AUTHORIZED BY CHAPTER 10 (COMMENCING WITH SEC. 21700) OF THE CALIFORNIA BUSINESS AND PROFESSIONS CODE. ANY PARTIAL PAYMENT DOES NOT RELEASE YOU FROM THE LIEN SALE PROCESS. YOUR GOODS MAY BE AUCTIONED IF YOUR DEBT IS NOT PAID IN FULL.**

Check here if on active Military duty, including Reserve and National Guard, or a dependent of the above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OCCUPANT: City of LA-Done-North Hills East Neighbo  
Address: 200 North Spring 20th Fl. Suite 2005  
Los Angeles, CA  
91402  
Telephone: 213-978-1551 Mobile: 818-512-1842  
Driver's License No: 95-7000635  
Email Address: jill.akahoshi@gmail.com

PROVIDE THE NAME AND ADDRESS OF ANOTHER PERSON TO WHOM PRELIMINARY LIEN AND SUBSEQUENT NOTICES MAY BE SENT. IF NONE WRITE "NONE."

Name: Jeff Brill  
Address:

Phone:

OWNER: Golden State Storage - Roscoe

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Occupant's Signature

*Jeff Brill, President North Hills East Neighborhood Council*  
*on behalf of the City of Los Angeles, Office of the City Clerk*

6. **RELEASE OF LIABILITY.** a) Owner and Owner's agents shall not be liable to Occupant for any damage to, or, loss of, any property while located on the premises, or in the storage space, from any cause whatsoever, including, but not limited to, burglary, fire, water damage, mildew, mold, mysterious disappearance, rodents or insects, acts of God, or the active or passive acts or omissions, or active or passive negligence of Owner, or Owner's agents or employees; b) Owner and Owner's agents shall not be liable to Occupant for injury or death suffered by any person, including Occupant's guests or invitees, occurring in or about the premises or storage space, or arising out of Occupant's use of the premises or storage space, from any cause whatsoever, even if such injury or death is caused by the active or passive acts or omissions or negligence of Owner, or Owner's agents or employees.

7. **INSURANCE OBLIGATION.** Occupant, at Occupant's sole expense, shall maintain a policy of fire, extended coverage endorsement, burglary, vandalism and malicious mischief insurance for the actual cash value of stored property. Insurance on Occupant's stored property is a material condition of this agreement, and is for the benefit of both Occupant and Owner. Failure to carry the required insurance is a breach of this agreement, and Occupant assumes all risk of loss to stored property that would be covered by such insurance, including any loss due to the alleged negligent or intentional acts of Owner, or Owner's agents or employees, including negligent or intentional disposal of Occupant's stored property. Occupant expressly agrees that the carrier of such insurance shall not be subrogated to any claim of Occupant against Owner, Owner's agents or employees for loss of or damage to stored property. Occupant may comply with this insurance requirement by participating in the Golden State Storage Protection Plan.

8. **USE AND OCCUPANCY; USES STRICTLY PROHIBITED.** The space is to be used only for storage of personal property and household goods solely owned by Occupant. Occupant is strictly prohibited from storing, using, or bringing materials on or onto the premises which are classified as hazardous or toxic under any law or regulation, and from engaging in any activity on the premises which produces, or may produce, such materials. Occupant's obligations of indemnity as set forth elsewhere in this agreement specifically include any costs, expenses, fines, or penalties imposed against Owner, or which may be imposed against Owner in any portion, arising out of storage or presence, or alleged storage or presence, of any materials on the premises in violation of this paragraph by Occupant, or Occupant's agents, guests, or invitees. Trash or discarded materials are not allowed on the premises. Occupant has no right to use any other portion of the Premises for any purpose other than for access to the rented storage space. Neither the property stored, nor the manner of storage, shall be allowed to constitute a fire hazard or nuisance, nor to constitute a violation of any law or ordinance. Property is stored under the sole supervision and control of the Occupant, and Owner exercises neither care, custody, nor control over property stored by Occupant. Occupant agrees not to store property with an aggregate value in excess of \$5000.00 without Owner's written permission. If such written permission is not obtained, then under no circumstances shall the total value of Occupant's stored property be deemed to exceed \$5000. Nothing herein shall constitute any agreement or admission by Owner that Occupant's stored property has any value whatsoever, nor shall anything alter the limitation of Owner's liability set forth elsewhere herein.

9. **INDEMNITY.** Occupant will indemnify, hold harmless, and defend Owner from all claims, demands, actions, or causes of action whatsoever that are hereafter brought or made by others arising out of, or connected in any way with, Occupant's use of the premises, including claims based upon the active negligence of Owner, or Owner's agents or employees. This indemnity obligation specifically extends to any actions, orders, penalties, or enforcement procedures made or brought by any governmental agency in connection with any materials or property stored in Occupant's storage space.

10. **SECURITY OF SPACE.** Occupant agrees to be solely responsible for providing a lock to secure access to the space which Occupant, in Occupant's sole discretion, deems adequate to secure access to the space. In the event such locks are rendered ineffectual for their intended purpose from any cause, or the space becomes insecure for any reason, Owner may, but is not obligated to, take whatever measures Owner deems reasonable to re-secure the space, with or without notice to Occupant, in Owner's sole discretion. The fact that Owner has taken measures to re-secure access to Occupant's space shall not alter the limitations on Owner's liability set forth elsewhere in this agreement, nor shall such measures be deemed a conversion of Occupant's stored property. Occupant shall also be solely responsible for the actions onsite of their agents, guests, and any access to the space achieved by others, subject to all of the terms and limitations of this agreement, whether or not such access be achieved as a result of Occupant's intent.

11. **INSPECTION.** Owner, or Owner's agents or employees may enter Occupant's storage space without prior notice to Occupant whenever it is believed that an emergency, a nuisance, or a violation of law has occurred, or is occurring, or for necessary repairs to the interior or door. Neither this self storage facility, nor the compartment being rented therein, have been inspected by a Certified Access Specialist (CASp).

12. **NOTICES; CHANGE OF ADDRESS.** In the event of any change of any address given by Occupant to Owner for any purpose under this agreement, Occupant shall immediately give owner written notice thereof in accordance with the requirements of this paragraph. All notices required to be given in writing by this agreement, or by law, shall be given by first class mail, postage prepaid, to the addresses of the parties set forth herein, or changed by written notice, given in the same manner. All notices given in such manner shall be deemed given on the date deposited in the United States Mail, first class postage pre-paid, and properly addressed. Owner shall not be presumed to have received notice of any change of any address unless given in accordance with this paragraph. Notices not required to be in writing by this agreement may be given in any manner reasonably calculated to result in receipt thereof by the party to be notified.

13. **NO ORAL AGREEMENTS.** This Rental Agreement contains the entire agreement between Owner and Occupant, and no oral agreement shall be of any effect whatsoever. Occupant agrees that he/she is not relying, and will not rely upon any oral representation whether made prior to, or after, the execution of this agreement by Owner, or any of Owner's agents or employees purporting to modify or add to this agreement in any manner whatsoever.

14. **SUCCESSION.** All provisions of this Rental Agreement shall apply to and be binding upon all of the successors in interest, assigns, or representatives of the parties hereto.

15. **VALIDITY.** If any part of this agreement is unenforceable for any reason whatsoever, the remainder of the agreement shall nevertheless be valid and enforceable.

7. Participation Termination: Participation in this Protection Plan may be canceled by you upon ten (10) days written notice to Owner. This Protection Plan may be canceled by Owner upon thirty (30) days written notice to you (unless terminated earlier by rent non-payment).

8. Time Limit for Notice: Notice of loss and/or damage must be made to Owner at the time of the discovery of loss or damage to Occupant's property or at the time of the removal of Occupant's property from the unit, whichever is the soonest.

9. Modification of Protection Plan: The terms and conditions of this Protection Plan are subject to change at the discretion of Owner upon thirty (30) days prior written notice. If so changed, the Occupant may terminate the Protection Plan on the effective date of such change by giving the Owner ten (10) days prior written notice of termination after receiving notice of the change. If the Occupant purchases a new Protection Plan the next month, the change shall become effective on the date stated in the Owner's notice and shall apply thereafter. Occupant is obligated to notify Owner if there is any change to the PROTECTION PLAN LIMIT, otherwise Occupant warrants that the value is accurate.

10. Cooperation: As a condition to any payment under the Golden State Storage Rental Agreement, Tenant must cooperate with any licensed adjuster appointed by Owner to review Tenant's alleged loss or damage.

11. The Rental Agreement: All terms and conditions of the Rental Agreement not specifically modified by this Addendum are in effect and binding on both Owner and Occupant and are incorporated by reference herein.

**NOTICE: This is not an insurance policy and the Owner is not an insurance company. The Owner shall not be liable for the obligations described in this addendum. The Owner assumes this business risk as shown, but it may purchase insurance coverage to transfer part or all of the liability related to this Protection Plan.**

Occupant: Carmelo Done North Hills East Neighbor

Manager

Susan Frates

[Signature] 3/24/2020  
Signature Date  
President, North Hills East  
Neighborhood Council, on  
behalf of the City of  
Los Angeles, Office of  
the City Clerk

[Signature]  
Manager/Owner's Agent

This is not a contract of insurance and the facility Owner is not an insurance company.

**GOLDEN STATE STORAGE PROTECTION PLAN**  
Addendum to Golden State Storage Rental Agreement

Tenant: City of LA-Down-North Hills East Neighbors  
2020

Unit #: F11

Date: March 20,

Pursuant to the terms and conditions of your Rental Agreement Golden State Storage - Roscoe ("Owner") is not liable for the loss of or damage to its Occupant's stored goods. As the Occupant, your goods are stored at your sole risk and you must insure your personal property while it is on the premises. Owner is offering a Protection Plan ("Protection Plan"). The Protection Plan provides reimbursement to you for certain losses.

**PROTECTION PLAN LIMIT \$5,000.00 ADDITIONAL RENT (per month): \$10.00**

The Protection Plan Limit cannot exceed \$5,000 unless confirmed in writing by Owner. An increase in the Protection Plan Limit will result in a higher Rental Fee per month.

1. The Protection Plan Offer: In consideration of the payment of the Additional Rental Fee per month, Owner waives the release of liability for property damage in your Rental Agreement up to the PROTECTION PLAN LIMIT indicated above. This limited assumption of liability is a modification to the waiver of liability in the Rental Agreement that it forms a part.

Owner's responsibility is limited to the liability for losses that occur as a result of Owner's negligence or as a result of acts or omissions for which Owner is liable under the law, including, but not limited to, vicarious liability, intentional tort, strict liability, and breach of common law or statutory duty. Owner's liability will arise **ONLY IF** Owner is negligent or breaches some other duty to you as Occupant **AND** you suffer a loss.

**Examples of when Owner would be liable include, but are not limited to:** IF Owner is negligent by not repairing the roof, **AND** you suffer a loss due to water damage, **THEN** Owner will be liable for Occupant's loss, subject to the limitations below; or, IF a fire occurs as a result of Owner's negligence or other breach of his duty, **AND** Occupant suffers a loss due to fire or smoke damage or water damage, **THEN** Owner will be liable for Occupant's loss, subject to the limitations below; or, IF theft or vandalism occurs because of Owner's negligence or other breach of his duty, **AND** Occupant suffers a loss due to theft or vandalism damage to Occupant's property, **THEN** Owner will be liable for Occupant's loss, subject to the limitations below. Owner is not liable for loss in excess of the amount Occupant requests in this Addendum and which is set forth as the limit of Owner's liability.

2. Protection Plan Limit: The most the Owner will pay for loss or damage to Occupant's stored goods under this Protection Plan is the PROTECTION PLAN LIMIT above. The Owner has no liability for loss of or damage to Tenant's stored goods beyond the PROTECTION PLAN LIMIT agreed to by Owner under the Protection Plan purchased by Occupant. This is the most the Owner shall pay for any loss for any reason.

3. Goods Not Covered under the Protection Plan: The Owner will not pay for loss of or damage to goods that are in the open and not in a locked fully enclosed storage space; accounts, bills, currency, deeds, evidence of debt, securities, money, or notes; any goods you are not permitted to store under the terms of the Rental Agreement; jewelry, watches, precious or semi-precious stones and stamps (exceeding \$500 combined total); furs, antiques, works of art, mobile phones, perfumery, wines, cigars, spirits and the like (exceeding \$5,000.00 combined total); consumer and commercial electronic items exceeding \$5,000.00 in total; stolen goods or contraband; livestock, explosives and flammables. This Protection Plan does not cover motor vehicles, boats or other property if stored outdoors.

4. Losses Not Covered under the Protection Plan:

- a. Loss or damage to Occupant's stored goods caused by flood; surface water, underground water, storm, surge waves, tidal water or overflow from any body of water; water that backs up through or overflows from a sewer drain or sump.
- b. Mold, mildew or wet or dry rot.
- c. Terrorist attack, war or military action.
- d. Loss or damage resulting from unknown or mysterious causes.
- e. Consequential loss of any kind or description.
- f. Nuclear war, radiation or radioactive, biological or chemical contamination.
- g. Moths, insects, rodents or vermin damage (covered up to \$500).
- h. Loss of records other than the cost of blank data carrying materials.
- i. Loss or damage from earthquake, unless fire or explosion ensues, and then we will pay only for the ensuing losses.
- j. Loss from theft without forcible and violent signs of entry into a securely locked space and accompanied by a police report.
- k. Loss or damage occurring during loading and/or unloading and/or not contained within the storage space at the time of the loss.

5. The Amount of Payment Owner Will Pay if there is a Loss: For any single loss or damage covered under this Protection Plan, Owner will be required to repair the item if repair is possible and where it is economically feasible. In the event of the total loss or destruction of any item, the basis of payment shall be the cost of replacing the item as new provided that the item is substantially the same as but not better than the original when new. Owner may decide to offer payment instead of cost to repair or replace. In no event will Owner pay more than the PROTECTION PLAN LIMIT.

- a. Household goods and clothing: Owner will not pay for new replacement and will take into consideration the age, quality, degree of use and market value of any lost or damaged item(s)
- b. Documents: Where there is loss of or damage to documents, Owner will pay the reasonable costs of replacement and/or reasonable costs of reissue and or reconstitution including, where applicable fresh copies or exploration to obtain essential information.
- c. Pairs and sets: Where any items are part of a pair or of a set, payment shall only be for the actual items lost or damaged. No payment will be made for any items which are part of a pair or set which are not lost or damaged.

6. Failure to Pay Rent: The Protection Plan may not cover any damages or losses for any month that the Protection Plan is not timely paid in full for the month. At Owner's sole discretion, Occupant's participation in the Protection Plan may be reinstated upon payment of all rent and other charges due and owing for any loss or damage has occurred during the period of non-payment.



www.GoldenStateStorage.com  
15655 Roscoe Blvd.  
North Hills, CA 91343-6406  
818-892-5669

September 14, 2017

### WELCOME TO GOLDEN STATE STORAGE RULES & REGULATIONS

1. You have rented Unit No.F11.
2. Your rent is now paid to March 30, 2020.  
Your next payment of \$286.00 is due on day 31 of each month.
3. We do not send bills. Please mail or bring your rent payment to this office. Make your check payable to Golden State Storage.
4. IF YOU HAVE A CHANGE OF NAME, ADDRESS OR TELEPHONE, YOU MUST ADVISE US IN WRITING.
5. Your rent is due in advance each month. The following fees, which are subject to change, will be assessed on delinquent accounts and your goods may be auctioned:

Late Charge 10 Days after due date as follows:		
Rents of \$60.00 or less	\$10.00	
Rents of \$60.01 to \$99.99	\$15.00	
Rents of \$100.00 or more	\$20.00 or 15% of monthly rent, whichever is greater	
Preliminary Lien Notice	\$15.00	21 days after due date
Lien Sale Notice	\$15.00	36 days after due date
Cut Lock & Inventory	\$50.00	>36 days after due date
Advertise	\$50.00	>36 days after due date

6. THERE IS A \$25 SERVICE CHARGE FOR ALL RETURNED CHECKS.
7. When rent or other charges remain unpaid for 10 consecutive days, Occupant may be denied unassisted access to the storage space.
8. When a delinquent payment is received, the monies will be applied first to administrative charges, then to late charges, with the balance going to rent.
9. Your compartment is to be used only for storage. Occupant shall not loiter about the facility, spend excessive or unnecessary time in or around the space or interfere with the use of the facility by other occupants. The storage of dangerous or noxious or hazardous materials, illegal drugs, or animals is expressly prohibited.
10. No cleaning or security deposit is required. However, if your compartment is not clean or has been damaged upon your vacating the compartment, a fee of not less than \$25 will be charged for cleaning or damages.
11. **Upon vacating your unit, you must terminate your Rental Agreement by appearing in person at the office.** Your lock must be removed from the unit. Rent must be paid by cash or money order when vacating. In the event that occupancy of the compartment is beyond rental due date, you may be liable for another month's rent. There are no partial-month refunds.
12. No items may be left in the aisles or streets. Please put trash in the trash bins (no large objects).
13. We recommend that you place your stored items on pallets or bricks and cover with plastic. This will protect your items against unforeseen damage.
14. **WE DO NOT PROVIDE INSURANCE ON YOUR GOODS. YOU ARE RESPONSIBLE FOR ANY LOSS OR DAMAGE FOR STORED ITEMS.** You may comply with the insurance requirement by participating in the Golden State Storage Protection Plan.
15. For your protection and security, the gates will be locked at all times other than the posted normal business hours.  

OFFICE HOURS:	8:00 AM TO 5:00 PM	Monday through Saturday
	10:00 AM TO 5:00 PM	Sunday
GATE ACCESS:	7:00 AM TO 6:00 PM	Monday through Sunday

**WE ARE CLOSED ON:  
NEW YEAR'S DAY, EASTER, MEMORIAL DAY, JULY 4TH, LABOR DAY, THANKSGIVING AND CHRISTMAS.**

I acknowledge receipt of the Golden State Storage Rules & Regulations Welcome Letter and understand that the above is not an exhaustive listing of the Rules and Regulations which may also be amended at any time by the Owner:

(Signature)

Page 3 of 3  
North Hills East Neighborhood  
Council, on behalf of the  
City of Los Angeles,  
Office of the City Clerk

# City of Los Angeles

CALIFORNIA



HOLLY L. WOLCOTT  
CITY CLERK

PETTY SANTOS  
EXECUTIVE OFFICER

OFFICE OF THE  
CITY CLERK

Administrative Services Division  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012  
(213) 978-1100  
FAX: (213) 978-1107

MAYRA PUCHALSKI  
DIVISION MANAGER

[cityclerk.lacity.org](http://cityclerk.lacity.org)

ERIC GARCETTI  
MAYOR

Date: March 23, 2020

To: Jill Akahoshi

President, North Hills East Neighborhood Council

DocuSigned by:  
*Mayra Puchalski*  
C776AC27E8DF4B0...

From: Mayra Puchalski

Division Chief, Office of the City Clerk

Re: Authorization for Agreement

This memo authorizes the North Hills East Neighborhood Council (NHENC) to enter into the attached rental agreement with Golden State Storage, on behalf of the City of Los Angeles, Office of the City Clerk. Please ensure that the agreement is completed by an authorized NHENC Board Member for the NHENC, i.e. the agreement should not be with an NHENC Board Member in a private (non-board) capacity and Golden State Storage and that this service was approved by the NHENC Board prior to executing the agreement.

NHENC must abide with all Golden State Storage Terms and Conditions.

Payments for Golden State Storage must be pursuant to the Neighborhood Council Funding Program policies and procedures.

Please contact Paola Posada at [paola.posada@lacity.org](mailto:paola.posada@lacity.org) or by calling (213) 978-1058 if you have any further questions.

Email attachments – 8 pages

MP/PCP



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NORTH HILLS  
9134 SEPULVEDA BLVD  
NORTH HILLS, CA 91343-9998  
056879-0253  
(800)275-8777  
04/06/2020 01:22 PM  
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Product	Qty	Unit Price	Price
6-MO Box (Box ZIP Code:91393) (Box Number:2316) (Box Size:Size 1 - 3 in x 5.5 in) (Rental Period:Semi-Annual) (Rental Start Date:04/06/2020) (Next Renewal Date:09/30/2020)			\$75.00
Key Fee (Keys Delivered:2)			\$0.00
Key Deposit (Key Count:2) (Key Number:36260)			\$0.00
Total:			\$75.00
Cash			\$75.00

Preview your Mail  
Track your Packages  
Sign up for FREE @  
[www.informeddelivery.com](http://www.informeddelivery.com)

All sales final on stamps and postage.  
Refunds for guaranteed services only.  
Thank you for your business.

HELP US SERVE YOU BETTER

TELL US ABOUT YOUR RECENT  
POSTAL EXPERIENCE

Go to:  
<https://postalexperience.com/Pos>

840-5913-0048-001-00026-93707-02

or scan this code with  
your mobile device:



or call 1-800-410-7420.

YOUR OPINION COUNTS

Receipt #: 840-59130048-1-2693707-2  
Clerk: 18





17026 CHATSWORTH ST  
 GRANADA HILLS, CA 91344  
 (818) 831-8095

SALE 1944640 5 006 3792  
 0490 01/05/20 00:00

QTY SKU PRICE

1 POST-IT TABS 1  
 051141366/19 9.99

1 POST-IT TABS 1  
 051141366/19 9.99

\*\*\*\*\*Buy More / Save More\*\*\*\*\*

17 STAPLES HD VIEW BIND +  
 716103196606 / 900ea 85.00

Discount Amount \$10.53

\*\*\*\*\*  
 SUBTOTAL 104.96

Standard Tax 9.5000% 9.97

TOTAL \$114.95

Cash 120.00

Cash Change 5.05

TOTAL ITEMS 19

\*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

TRU RED

Business essentials designed thoughtfully to work beautifully.

Shop smarter. Get Rewarded.

Staples Rewards members get up to 5% back in Rewards in-store only.

Business Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



0 4 8 0 0 1 0 5 2 0 3 7 3 2 2 0 6

END HERE

Box Number(s)

2316

**Application for Post Office Box™ Service**

Fill out all non-shaded fields, and take this application to the Post Office™.

1. This service is for (Required selection):  Business/Organization Use  Residential/Personal Use2. Name of Business/Organization (if applicable): CITY OF LOS ANGELES / NORTH HILLS EAST NEIGHBORHOOD COUNCIL

3. Name of Person Applying (Last, First, MI — include title if representing a business/organization):

4. Address: Number, Street, Suite 200 N. SPRING STREET

Verify initials

City LOS ANGELESState CA ZIP+4® 900125. Telephone Number (Include Area Code) 918 512-1842, OR  
213-978-10586. Email Address JILL.AKASHI@GMAIL.COM OR  
CITYCLERK.FUNDING@CITY.ORG7. Box Size(s) (Required) See page 1 for details  Size 1  Size 2  Size 3  Size 4  Size 5

8. Applicant must select and enter the ID Number for two items of valid identification listed below. You must present the IDs at a Post Office. One item must contain a photograph and one must be traceable to the bearer (prove your physical address). Both must be current.

**Select one photo ID:**

- Valid driver's license or state non-driver's ID card
- Armed forces, government, university, or recognized corporate ID
- Passport, passport card, alien registration card, or certificate of naturalization

**Select one non-photo ID:**

- Current lease, mortgage, or deed of trust
- Voter or vehicle registration card
- Home or vehicle insurance policy

Photo ID Number: \_\_\_\_\_

Non-Photo ID Number: \_\_\_\_\_

Verify initials (For Post Office Use Only) \_\_\_\_\_

9. On the back of this form, list the name(s) of all individuals, including members of a business, who will be receiving mail at this (these) PO Box number(s).

10. On the back of this form, list the names of the persons or representatives of the business/organization authorized to pick up mail addressed to this (these) PO Box number(s).

**Optional Automatic Renewal Payment — Terms and Agreement (Required for 3-month payment option)**

By initialing below and establishing automatic renewal payments at a Post Office, I hereby authorize the U.S. Postal Service® (USPS®) to charge my credit card for the amount of my designated box size per USPS pricing on the scheduled interval I have selected (i.e., 3, 6, or 12 months). This charge could appear on my credit card statement as early as the 15th of the month prior to the due date. If I provided my email address, I understand that I will receive email notification at least 10 days prior to the actual credit card charge. I will also receive a payment due notice in my PO Box before the payment due date. I understand that I may cancel the automatic payment option any time after the initial application/payment process is complete during the business hours at the Post Office where my box is located. If I do not cancel by the 14th of the month prior to the next payment due date, I understand that the payment will be charged to my credit card. I understand that if the payment cannot be transacted due to incorrect or obsolete payment information or the transaction would exceed the credit limit of the account, or the bank or credit card company rejects/returns the payment request, my PO Box may be closed and any mail received after closure would be returned to the sender. If my PO Box is closed for nonpayment, I understand that I could be charged a late payment fee to reactivate my PO Box service. If there are any changes to my credit card number, billing address, or expiration date, I agree to notify the Post Office where my box is located of these changes. I understand that this agreement will remain in effect until I or USPS terminates the PO Box service. The USPS may receive updated credit card account information from the institution that issued the card identified for payment. If I decide to close my PO Box, I must visit the Post Office where my box is located during business hours. (See the PO Box refund policy for information on refunds.) The USPS may terminate my participation under this automatic payment agreement in the event I provide incorrect, false, or fraudulent account information or if I have any returned payment items.

Customer Initials \_\_\_\_\_ Billing Address (if different from address in 4 above):

Number, Street, Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4® \_\_\_\_\_

Application Date

Number of Keys Issued

Customer Eligible for No-Fee Service

 Yes  No

**Signature of Applicant** (Same as item 3) I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Post Office Date Stamp

# Application for Post Office Box™ Service

The Postal Service™ may consider it valid evidence that a person is authorized to remove mail from the box if that person possesses a key or combination to the box.

<p>11. Names of individuals (including members of a business) who will be receiving mail at this (these) PO Box number(s) are listed below.</p> <p>a. <b>Residential/Personal Use</b> – Each adult listed must present two forms of valid identification to the Post Office.</p> <p>b. <b>Business/Organization Use</b> – Each person listed must, upon request, present two forms of valid identification to the Post Office.</p> <p>A parent or guardian may receive the mail of minors by listing their names (no ID is required).</p>	<p>12. Persons or representatives of the business/organization who are authorized to pick up mail addressed to this (these) PO Box number(s) are listed below. All names listed must have verifiable ID and upon request, present this identification to the Postal Service.</p>
<p><del>NORTH HILLS EAST NEIGH</del></p>	<p>CARLA ISTUPE SALGADO</p>
<p>NORTH HILLS EAST NEIGHBORHOOD COUNCIL NHENC</p>	<p>WILFRED NEGRETE JILL AKAHOSHI</p>
<p>Verify initials (for Post Office Use Only) _____</p>	<p>Verify initials (for Post Office Use Only) _____</p>

**Privacy Act Statement:** Your information will be used to provide Post Office Box™ service and to ensure delivery to the box. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary; but, if not provided, we will be unable to provide this service to you. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service® auditor; to

entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual box holder who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information regarding our privacy policies, visit [usps.com/privacypolicy](http://usps.com/privacypolicy).

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City of Los Angeles  
CALIFORNIA

OFFICE OF THE  
CITY CLERK

**Administrative Services Division**  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012  
(213) 978-1100  
FAX: (213) 978-1107

HOLLY L. WOLCOTT  
CITY CLERK

—  
PETTY SANTOS  
EXECUTIVE OFFICER



ERIC GARCETTI  
MAYOR

—  
MAYRA PUCHALSKI  
DIVISION MANAGER

[cityclerk.lacity.org](http://cityclerk.lacity.org)

Date: March 27, 2020

To: Jill Akahoshi  
President, North Hills East Neighborhood Council

From: Mayra Puchalski  
Division Chief, Office of the City Clerk

DocuSigned by:

*Mayra Puchalski*

C776AC27E8DF4B0

Re: Authorization for Agreement

This memo authorizes the North Hills East Neighborhood Council (NHENC) to enter into the attached Application for Post Office Box Service with the U.S. Postal Service (USPS) on behalf of the City of Los Angeles, Office of the City Clerk. Please ensure that an authorized NHENC Board Member for the NHENC completes the application, i.e. the agreement should not be with a NHENC Board Member with a financial interest with USPS, and that the NHENC board approved this service prior to executing the agreement.

NHENC must abide with all the USPS Terms and Conditions.

Payments for USPS must be pursuant to the Neighborhood Council Funding Program policies and procedures.

Please contact Paola Posada at [paola.posada@lacity.org](mailto:paola.posada@lacity.org) or by calling (213) 978-1060 if you have any further questions.

Email attachments – 3 pages

MP/PCP