



## POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons or businesses to rent office/shop space on the premises of the Half-Way-Tree Post Office

### Location

89 Half Way Tree Road, Kingston 10 (in Half-Way-Tree Square).

### Description and Square Footage

- 2,296 sq. ft located on the 1st floor of the Half Way Tree Post Office building. Own entrance. Eight rooms, two kitchens, two bathrooms. Separate electricity metre.

### Use of Property

Commercial

### Application

Application and other related forms will be made available as of **Thursday, March 10, 2016** and can be collected from the:

Buildings Engineer  
Buildings and Administration Unit  
The Post and Telecommunications Department  
6-10 South Camp Road, CSO  
Kingston

OR

Postmaster  
Half-Way-Tree Post Office  
Half-Way-Tree  
Kingston 10

OR download from: [www.jamaicapost.gov.jm](http://www.jamaicapost.gov.jm)

### Application Requirements

Applicants must submit the following documents:

- ✓ Completed application form
- ✓ Completed Tenant/Licensee Personal Information Form

Along with:

- ✓ Job letter or other document indicating financial ability/credit worthiness
- ✓ Reference letters from two (2) past landlords/licensor where applicable
- ✓ Description of proposed business to be conducted at property
- ✓ 2 certified photo identification (Drivers' License, Passport, National Voters' Identification)
- ✓ Certified copy of TRN Card (Taxpayer Registration Number)
- ✓ Certified Company Registration documents (if applicable)

Where a company or business is the applicant, photo identification must be provided by the company representative making the application on behalf of the company.

**The Postmaster General IS NOT bound to accept the highest or any offer made by any applicant.**

Please forward application with all requisite documents no later than **Thursday, March 24, 2016** by post to:

**Buildings Engineer  
Buildings and Administration Unit  
Post and Telecommunications Department  
6-10 South Camp Road, CSO, Kingston**

OR email scanned documents to: [publicrelations@jamaicapost.gov.jm](mailto:publicrelations@jamaicapost.gov.jm)