



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons or businesses to rent office space on the premises of the Mandeville Post Office

Location

18 South Race Course Road, Mandeville, Manchester

Description and Square Footage

- 1819 sq. ft. consisting of eight (8) offices and three (3) bathrooms located on the second floor of the Mandeville Post Office building. Separate entrance; own electric meter, shared water meter,

Use of Property

Commercial

Application

Application and other related forms are available as of **Thursday, September 3, 2015** and can be collected from the:

Buildings Engineer
Buildings and Administration Unit
The Post and Telecommunications Department
6-10 South Camp Road, CSO
Kingston
Tel: 922-9430-4; 858-2619

OR

Postmaster
Mandeville Post Office
18 South Race Course Road
Mandeville
Manchester
Tel: 857-9924; 403-7933

OR

downloaded from: www.jamaicapost.gov.jm

Viewing

Prospective applicants may contact the Postmaster to arrange for viewing of the property.

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 Photo Identification (Drivers' License, Passport, National Voters' Identification).
- ✓ Taxpayer Registration Number (Photocopies must be certified)
- ✓ Company Registration documents (if applicable)

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

All photographs and photocopies of original documents MUST be certified by a Justice of the Peace or relevant issuing authority eg. Photocopy of TRN card can be certified by Tax Administration Jamaica.

No application will be processed without ALL the required documents.

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

Please forward completed application with all requisite documents no later than
Wednesday, September 16, 2015 to:

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