



POST AND TELECOMMUNICATIONS DEPARTMENT

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

Location

Main Street, Spalding, Manchester

Description

- Four rooms and two bathrooms with one main entrance and shared utilities located on the upper floor of the Spalding Post Office building.

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
Spalding Post Office
Main Street
Spalding
Manchester

OR download from: 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