



Organise Your Mail

There are two options in which Burton & Garran Hall can organise your mail if you are leaving Hall temporarily or permanently.

Option 1: Hold Mail (temporary absences ONLY) – For returning residents, your mail/parcel will automatically be held until you return unless you advise otherwise by completing ‘Option 2’ below. Option 1 is not available if you are leaving the Hall and not returning.

Option 2: Redirect Mail (Domestic Addresses ONLY) - When you leave Burton & Garran Hall either permanently or temporarily, it is advisable to redirect your mail so that no important letters and/or small parcels are left behind at the Hall. This mail redirection gives you peace of mind to know that your mail will move with you to your alternate location. The maximum period of mail redirection is 3 months from the day you depart. Any mail/parcel received after 3 months from your departure date will be returned to sender and marked undeliverable. The cost for redirect is \$30. **You are required to pay the redirection fee upfront before the redirection of your mail can occur.** Payment options are cash, eftpos or credit card.

Note: Large parcel are excluded from this offer as additional costs may be incurred. Please advise if you are likely to be receiving large parcels and make special arrangements with the Front Office.

If you wish Burton & Garran Hall to redirect your mail, please complete this form and return it to the Front Office.

Please tick your option:

Option 1 – Hold Mail

Option 2 – Redirect Mail (Domestic ONLY)

Surname: _____

Given Names: _____

Forwarding Address: _____

State: _____ Postcode: _____

Contact Phone Number *(not Burton & Garran Hall Number)*:

Email Address: _____

I understand that it is my responsibility to change my address details with all who wish to contact me and to ensure I receive all future mail/small parcels, for delivery within Australia. Burton & Garran Hall is only required to re-direct/hold my mail/small parcels as indicated above. I understand that beyond the 3 month period from the date of my departure, all my mail/small parcels will automatically be returned to sender. I have read and understood the conditions of this request form.

Signature: _____

Date: _____

ADMINISTRATION USE ONLY

Payment received and receipted in StarRez.

StarRez – Re-Direct Fee charged against Redirect Mail charge item (including GST) under Admin Fee.

StarRez – Add new address in the ‘Forwarding’ address fields, tick ‘Default’ box, insert the mail redirection dates in the ‘Active Dates’ field and select ‘Redirect Mail’ in the reference field.

Completed by Hall Staff: _____ Date: _____