

**SAFE DEPOSIT BOX AGREEMENT**

This Rental Agreement ("Agreement") covers the rights and responsibilities concerning your Safe Deposit Box ("Box") and the rights and responsibilities of the parties to this Agreement. In this Agreement, the words "renter," "you," "your," and "yours" means anyone who signs this Agreement. The words "we," "us," and "our" mean the institution named above on this Agreement.

**Contents:** You acknowledge that we have no knowledge of the contents of the Box. You will not permit the Box to be used for the deposits of any liquid or property of an explosive or offensive nature, or any property the possession of which is prohibited by local, state, or federal law, or which may become a nuisance to us or to any other tenant, or for any other purpose than the deposit of securities, documents, valuables, and other like property.

**Contents Not Insured:** The contents of the Box are not insured by us or by any private or government insurance program. If you wish to have the contents insured, you understand you must arrange for insurance coverage.

**Keys and Access Devices:** You acknowledge receipt of keys to the Box. We do not retain keys allowing us access to the Box. You agree not to duplicate or attempt to duplicate any keys provided to you under this Agreement. If you duplicate or attempt to duplicate a key, we may terminate this Agreement. If you lose a key or otherwise forget any password, combination, personal identification number (PIN) or other method of obtaining access to your Box, you will notify us immediately. We reserve the right to change the lock and take whatever steps are necessary to secure the Box. You will pay the reasonable costs that we incur due to loss or your forgetfulness and are responsible for all costs associated with opening the Box.

**Rent:** The annual rent for the Box is based on the size of the Box. The rate may change from time to time at our discretion. We will advise you of any rate changes prior to the imposition of the changed rental fee. Rate changes shall not affect any other term or the validity of this Agreement. All rents are payable annually in advance. We may, but need not, charge the amount of any rent to any account of renter. We may refuse access to the Box so long as any part of the rental amount remains delinquent. Our waiver of our right to refuse such access shall not constitute a waiver of any subsequent right so long as the delinquency continues.

**Access to Box:** You will have access to the vault and Box as provided in this Agreement and according to our security procedures. We reserve the right to change our security procedures, which may include signatures, fingerprints, handprints, passwords, PINs or any other methods we choose. We will notify you of any security procedures. We reserve the right to close the vault at any time without notice to you. We do not have access to the Box or its contents except as provided in this Agreement, by law or otherwise ordered by a court or administrative order. If, by any action or process against any person having a right-of-access to the Box, we are forbidden to allow the Box to be opened, the Box may be closed to all persons having such a right-of-access until such action or process is released. If we learn of any circumstances or conditions which shall in our judgment make it reasonably possible that we will incur any liability if access to the Box is permitted, we also may refuse such access without incurring any liability because of such refusal, until such possibility of liability has terminated, or until we are indemnified to our reasonable satisfaction against such liability, including the costs of any legal action involved.

**Assignment/Sublet of Box:** You shall not assign or sublet the Box, or any part thereof.

**Our Liability:** We will exercise reasonable care to prevent the admission of any unauthorized person to the Box, loss or damage caused by the failure of the doors or locks of the vault in which the Box is located to operate, wrongful acts of persons having a right-of-access, and to otherwise prevent loss from fire, water, fire suppression system malfunction, radiation, forces of nature, acts of God or any other cause whatsoever. We have no control or possession over the contents of the Box. We are responsible only for ordinary diligence in preventing access of the Box by unauthorized persons and shall not be held liable for the loss or alleged loss of its contents. Access of the Box by any unauthorized person shall not be inferred from loss or destruction of any of its contents.

You shall hold us harmless and indemnify us for all costs, payments, damages and expenses incurred by us for any reason as a result of any claim, lawsuit or other action related to: (1) the contents of the Box, (2) the payment of any tax or other fee or penalty imposed by federal or state law, and (3) a renter or agent of a renter's failure to comply with the terms of this Agreement.

If this Agreement has two or more renters, you are each joint renters with right of survivorship with respect to the Box and this Agreement. Upon the death of any of the joint renters, the survivors will continue to have rights under this Agreement and access to the Box. This paragraph does not apply to the ownership rights of the contents of the Box or otherwise affect any right-of-access to the Box upon the death of a renter.

**Death of Joint Renter:** You agree to notify us in writing of the death of any other person having a right-of-access to the Box either as agent or joint renter. Each surviving renter shall retain access and all other rights under this Agreement notwithstanding the death of a joint renter.

**Agents:** Unless prohibited by applicable law, you may appoint an agent, deputy or attorney-in-fact or other representative "Agent" to act on your behalf with respect to the Box, the contents of the Box and this Agreement. The appointment must be made on a document provided by us and signed by all renters to this Agreement. Any renter may revoke the appointment. Your Agent will have all the powers granted to you in this Agreement except for the power to appoint or remove an agent, add or remove another renter, or terminate this account unless we specifically agree to different powers in the appointment.

If you are a corporation, partnership, association or other organization, you will provide to us a statement in a form satisfactory to us, indicating the authority to enter into this Agreement and to appoint an Agent.

**Our Rights Upon Termination:** If you do not pay the rent or this Agreement is terminated for any reason and you do not surrender the Box and keys and any other security device used to access the Box and if the property in the Box is not considered unclaimed or abandoned property as defined by applicable state law, we may take any action to the extent permitted by law including: (1) opening the Box forcibly, (2) removing the contents and holding the same on special deposit and as security for the payment of all amounts owing to us, (3) applying any security deposit to offset amounts you owe us, (4) returning any contents or proceeds of contents to you upon your written request except to the extent that we have a right to set-off unpaid rent and all our expenses incurred as a result of your default, (5) reporting your default to consumer reporting agencies, or (6) to do any combination of the preceding acts. All contents removed from the Box shall be retained by us for a specified period of time established by statutory authority after which time any unclaimed or abandoned contents shall be delivered to the appropriate state offices as provided by law.

**NOTICE:** Any notice required to be given to you will be sufficient if mailed to you, by ordinary mail (unless applicable law requires otherwise), at the address appearing on our books relating to safe deposits. If more than one renter has the same address, one notice can be sent addressed to all joint renters at that address. If a notice can be given verbally, it can be given to any renter, if there are joint renters or to any agent or representative of renter.

**Additional Terms:** \_\_\_\_\_  
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