



VIRTUAL OFFICE LEASE

Use of our Virtual Office Address at \$75.00 per month, on a month-to-month basis.

To: _____ at the following location:
(company name)

475 Wall Street
Princeton, NJ 08540

To be effective as of _____ 2016.
(Date)

Payment of one month's rent as a security deposit is due upon signing of lease. Deposit monies are to be returned to the Tenant, without interest within 45 days, provided one month written notification of termination is given.

Payment is due on the first of each succeeding month, a 10% penalty is imposed for payment after the 5th of the month.

The Tenant agrees that should a check ever "bounce" for any reason whatsoever, a return check fee will be paid by the Tenant to the Landlord in the amount of \$15.00.

Services:

If needed and given permission by client:

To sign for registered/regular/packages

Please initial if needed

To open mail and scan and send important mail.

Please initial if needed

To mail by regular mail/Federal Express
Mail received (cost billed on a monthly basis).

Please initial if needed

Name of firm on entry directory: _____

Services Available at Additional Cost: Secretarial Services/Conference Room Rental/Telephone Answering/Copying

Authorized Representative
Barbara K. Allen
Princeton Office Solutions

Date: _____ Email: _____

Home Address: _____ City, State & Zip _____

Phone #: _____ Cell Phone #: _____

Names of people who will be receiving mail: _____
