

**POS** PRINCETON  
OFFICE  
SOLUTIONS  
**VIRTUAL OFFICE LEASE**

*Use of our Office Address/no suite number necessary and no set up fee.  
Payment may be made quarterly for your convenience and credited to your account.*

To: \_\_\_\_\_ at the following location:

475 Wall Street  
Princeton, NJ 08540

To be effective as of \_\_\_\_\_, 2022.  
(Start Month)

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 calendar month written notification of termination is given.**

**There will be NO invoice reminder: A late fee of 10% of the current month's rent will be paid by the Tenant should rent not be received by the Landlord on or before the 10th day of the month for which the rent covers.**

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.  
(Additional fees may apply)

\_\_\_\_\_  
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

\_\_\_\_\_  
Owner  
Barbara K. Allen  
Princeton Office Solutions

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Names of people who will be receiving mail:

**\*SIGNATURES, CHECK AND PHOTO ID ARE REQUIRED FOR LEASE EXECUTION**

Executive Office Suites • Small Offices • Cubicle Spaces • Virtual Offices • Secretarial Services • Video Conferencing