PRINCETON OFFICE SOLUTIONS

VIRTUAL OFFICE LEASE

Use of our Office Address/no suite number necessary and no set up fee is $75.00 per month. Payments need to be made quarterly ($225) and will be credited to your account.

To: _____at the following location: **475 Wall Street, Princeton, NJ 08540**

To be effective the month of _____, **2025 ("Effective Date")**, and will continue monthly **until Tenant provides one full calendar months' written advance notification of Tenants' intent to terminate.**

Tenant shall pay $75.00 per month for virtual office lease services. **Tenant shall pay a security deposit of $150.00 and three months of fees in the amount of $225.00 in advance for a total of $375.00 upon signing this document.**
The monthly fee of $75.00 is due the first day of each month until Tenant timely provides written notice of its intention to terminate this Agreement. 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.

Security is the amount of $150.00 (equal two months' of fees) shall be posted by Tenant with Princeton Office Solutions as security for the timely payment of monthly amounts due. Security Deposit monies are to be returned to the Tenant, without interest within 45 days, provided **there are no outstanding charges, and one month's written notification of termination is given.**

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 $35.00.

Services:
If needed and given permission by client:

To sign for registered/regular/packages _____ Please initial if needed

To open mail / scan and send important mail. (*Additional fees may apply)* _____ Please initial if needed

To mail by regular mail/Federal Express - Received Mail (*additional postage fees apply)*. _____ Please initial if needed

Name of firm on entry Directory: _____

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

_____ _____

Owner Princeton Office Solutions

Date: Email:

Home Address:

Phone #: Cell Phone #:

Names of people who will be receiving mail:

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