

VIRTUAL OFFICE RENTAL AGREEMENT

This Rental Agreement between _____

_____, hereinafter referred to as TENANT, also referred to as the Entity of Record, and Southgate Office Space, LLC., herein after referred as LANDLORD, for the property described as:

3230 Southgate Circle

Suite _____

Sarasota, Fl. 34239

1. The rental shall commence on _____ and shall continue **MONTH TO MONTH**. Tenant agrees to pay **\$55.00** per month on the first day of each month, plus sales tax. Rent includes: **MAIL BOX, ADDRESS AND UP TO 4 HRS. OF CONFERENCE ROOM USE (IF AVAILABLE). THE LANDLORD WILL NOT ACCEPT DELIVERY OF PACKAGES, BOXES OR FREIGHT.** Tenants are afforded access to their mail slots and conference room use, when available during the hours of 9:00 am until 5:00 pm Monday thru Friday on normal business days. Access will be unavailable during official holidays.
2. There are no grace periods on rentals. All rents are due and payable to the landlord on or before the due date of each month. A late charge of 5% of the monthly rental will be charged after the third day if the rent has not been paid. An eviction notice will be issued after the tenth day. Rent payments are automatically debited from Tenant's credit card account each month. As an alternative to credit card payment, Tenant may mail payments to; Southgate Office Space, LLC., 3230 Southgate Circle, Sarasota, Fl. 34239. Payments should be made payable to; Southgate Office Space, LLC.
3. Tenant has deposited with the landlord **\$55.00 plus sales tax** to be used as a last month's rent. Tenant has paid a refundable mailbox key deposit of \$10.00. There is no security deposit required.
4. Only one business entity per Virtual Office is permitted. Mail sent to your suite that is not addressed to the Entity of Record will be returned marked "Not at this Address". Operating multiple businesses from a single Virtual Office is prohibited.
5. Tenant shall not disturb, annoy, endanger other tenants of the building or neighbors nor use the premises for any immoral or unlawful purposes, nor violate any law or ordinance, nor commit waste or nuisance upon or about the premises.
6. Use of the conference room is permitted on a first come first served reservation basis. Reservations are made in advance by scheduling in the book maintained in the central reception area. Reoccurring reservations may be limited by the Landlord in order to accommodate the demands of other Tenants from time to time. Landlord, at his sole discretion may change the terms of conference room use at any time. The capacity of the conference room is limited. You will be held financially responsible for any damage or loss occurring to the conference room or its furnishings caused by you or your guests during your use of the room.
7. The name of your business will be posted on the Directory Board located in the reception area. Tenant agrees to pay a one time charge of \$15.00 for the sign. Landlord will have the sign made and installed. Landlord will assign all Suite Numbers. No additional signage is permitted on the premises.
8. Parking is limited and non-reserved. Carpooling is encouraged when possible. No overnight parking is permitted. Parking rules may be changed from time to time to necessitate the smooth operation of the building.
9. Either party may terminate the agreement in the event of a violation of any provision of this agreement by the other party.

10. In case of failure of the tenant to pay the rent herein agreed upon when due or any action by the landlord to enforce any terms of the agreement or recover possession of the premises, or right to re-let the suite number and the same is collected by suit, or through an attorney, the tenant agrees to pay a reasonable attorney's fee, together with all costs and charges.
11. Time is of the essence. The waiver by landlord of any breach shall not be construed to be a continuing waiver of subsequent breach.
12. Termination of this month to month lease must be given in writing on the first of the month prior to termination.
13. Forwarding mail: The post office will not forward mail after termination and the tenant agrees not to send forwarding card to them. Tenant may pick up any mail delivered after termination. This mail will be held by landlord till picked up and returned to sender after 30 days if not picked up. Landlord will never be held liable for any mail problems. The tenant will also be responsible for any insurance to cover themselves, employees or guest in case of injury on premises.
14. Indemnification – Tenant shall hold Landlord harmless from any and all liability actions, claims and damages arising after the commencement of this lease, and which may be imposed upon or incurred by or asserted against Landlord by reason of any accident, injury or death of any person or damage to any property occurring on or about the lease premises or any part thereof or any use, non-use or condition of be leased premises or any part of the ownership, occupancy or use thereof.
15. This is a **non-smoking** building. Smoking is prohibited at any time in the building or on any property owned by Landlord.
16. Tenant is responsible for any Business License costs required by any government entity. Landlord will provide suitable space to display licenses/permits.

Tenant: _____ **Date:** _____
Individually and for the Business

Landlord: _____ **Date:** _____

PROSPECTIVE TENANT DATA

Name: _____ Phone: _____

Home Address _____

Name of Business Entity _____

If Business is a Corp or LLC, What is the State of Incorporation? _____

Describe the day to day operation of the business _____

Hours of Operation _____

Who will have access to your suite? _____

Current Business Address _____

Applicant's DL# _____ Additional Phone _____

E-MAIL : _____ Start Date? _____

How did you hear about the space we have for rent? _____

Suite or Address applied for? _____

Applicant: _____ **DATE** _____

A LEGIBLE COPY OF YOUR DRIVERS LICENSE IS REQUIRED**