

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** each month, plus sales tax. Rent includes: **MAIL BOX, ADDRESS AND UP TO 4 HRS. OF CONFERENCE ROOM USE (IF AVAILABLE)**. This is a commercial private delivery mailbox. Tenants are afforded access to their mailboxes 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. Unpaid rent is cause for termination of this rental agreement 30 days after the due date. Rent payments may automatically be debited from Tenant's credit card account each month or paid by PayPal. 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 with the Landlord. 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 discession 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. Please leave the room in the same condition as before your meeting.
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. 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. Upon termination of this agreement tenant agrees to cease using this address and to remove the address from all social media and websites immediately. Remaining mail will be disposed of and the suite number will be reissued without further notice.
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 agreement must be given in writing 30 days prior to termination.
13. Landlord will never be held liable for any mail delivery problems.
The tenant is responsible for any insurance to cover themselves, employees, or guest in case of injury on premises. Package delivery is discouraged.
14. Indemnification – Tenant shall hold Landlord harmless from any and all liability actions, claims and damages arising after the commencement of this agreement, 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 premises or any part thereof or any use, non-use or condition of be premises or any part of the ownership, occupancy or use thereof.
15. This is a **non-smoking** building. Smoking is prohibited at all times in the building or on any adjacent property operated 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:** _____

TENANT DATA

Name: _____ Phone: _____

Home Address _____

Name of Business Entity _____

State of Incorporation or LLC _____

DL# _____ Additional Phone _____

E-MAIL ADDRESS: _____

Additional E-MAIL ADDRESS _____

How did you find out about Southgate Office Space? _____

What is the nature of your business? _____

A COLOR COPY OF DRIVERS LICENSE REQUIRED*****