

# Virtual Office Lease Agreement

This Virtual Office Lease Agreement (the "Agreement") is entered into as of [Effective Date] by and between [Provider Company Name] ("Provider"), located at [Provider Official Address], and [Your Business Name] ("Client"), located at [Your Registered Business Address].

## 1. Term of Agreement

- Start Date: [Start Date]
- End Date: [End Date]
- Renewal Terms: This Agreement will automatically renew on a [monthly/yearly] basis unless terminated by either party with a written notice at least [30] days prior to the renewal date.

## 2. Services Provided

Provider agrees to deliver to the Client the following services:

- Mail receipt, scanning, and forwarding (with postage and handling charges billed separately)
- Limited access to meeting rooms (maximum [number] hours per month)
- Conference room availability (by reservation and subject to availability)
- Address verification documentation for business registration, banking, and licensing upon request
- Reception services (optional, as agreed upon separately)

## 3. Use of Virtual Office Address

The Client is authorized to use the provided address for:

- Official business correspondence
- Registration with government entities, banks, and business services
- Marketing and promotional materials

The Client expressly agrees not to:

- Misrepresent the provided address as a physical operational location occupied by the Client
- Use the provided address for illegal, fraudulent, or unauthorized purposes

#### 4. Payment Terms

- Monthly Rental Fee: [\$ Amount] payable monthly in advance
- Security Deposit: [\$ Amount] refundable upon termination, subject to deductions for any outstanding fees or damages
- Payments are due by [Due Date] each month via [Payment Method]
- Late payments incur a late fee of [\$ Amount] per day after a [Grace Period] day grace period

#### 5. Client Obligations

Client agrees to:

- Promptly inform Provider of any changes to contact details or business operations
- Comply with all applicable laws and regulations in the use of services provided
- Promptly collect mail or communications as necessary

#### 6. Modification and Termination

- Either party may terminate this Agreement with at least [30] days' written notice.
- Immediate termination may occur in case of Client's breach of contract, including non-payment or misuse of services.
- Upon termination, the Client must immediately cease using the Provider's address for all business purposes and update all business records accordingly.

#### 7. Confidentiality

Both parties agree to keep confidential any sensitive information obtained during this Agreement and not disclose it to third parties without express written permission.

8. Liability and Indemnification

- Provider is not liable for loss or damage of mail, packages, or any disruptions beyond its reasonable control.
- Client agrees to indemnify and hold Provider harmless against claims, damages, losses, or liabilities arising from Client's misuse of services or breach of this Agreement.

9. Governing Law

This Agreement shall be governed by the laws of the state of [Your State], with exclusive jurisdiction held by the courts located within that state.

10. Entire Agreement

This document constitutes the entire agreement between the parties and supersedes all previous discussions, representations, or agreements.

11. Signatures

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disclaimer: This template should be reviewed and adapted by legal professionals to ensure full compliance with local regulations and specific business requirements.