

Office Facilities Rental/ Lease Agreement

The following is a contract for the periodic rental of certain space in the professional office building located at 28581 Front Street in Old Town Temecula, California.

The Landlord is Oak Park Executive Suites. All payments for space rentals under this agreement shall be made payable to "Oak Park Executive Suites".

NAME OF BUSINESS:

(select one) Individual Corporation Partnership

If Corporation please provide City Business License, DBA Certificate from State corporation Commission plus Personal Guarantee from an officer of the corporation.

If Partnership list other partners Name & Phone Numbers

Tenant Name:

Home Address:

Phone Nr:

Driver License Number & State

Current/Prior Landlord:

Address:

Phone:

The office suite being rented shall be **SUITE NUMBER** , approximately square feet. The type of business being conducted within this suite.

The **RENTAL PERIOD** shall commence on , and shall terminate thirty (30) days after receipt of written notice, (excluding A Lease Agreement which requires a thirty (30) day notice upon the termination date of the lease) by landlord or tenant. Occupancy beyond this termination ate shall be charged and due at the same periodic rental rate as the base rental period.

The **PERIODIC RENTAL RATE** is \$ per month on a month-to-month basis, or \$ per month for a rental lease agreement for a period of . This rental agreement is payable in advance upon (occupancy date) and shall be prorated to the first day of the month.

The SECURITY DEPOSIT is \$, which is equal to one (1) months rent. This sum is held until tenant departure. Provided the space has been maintained in good condition, normal wear and tear expected, and any equipment or furniture provided to tenant is returned to landlord, this amount will be returned in full to the tenant, less any outstanding charges for any services provided. If there are damages, only the actual cost paid to repair or replace such damage will be deducted.

A **LATE CHARGE** in the amount of **TEN (10%) PERCENT** of the Periodic Rental Rate shall be due and payable with rents then due, if rents are not received by the close of business on the tenth (10th) of the month.

HOURS OF OPERATION shall be from 9.00 am to 5.00 pm Monday through Friday, except holidays. Access to the building before or after such hours shall be at tenant option. **Tenant shall become versed in security access, and shall accept responsibility for maintaining building security.**

SIGNAGE shall be paid by tenant herewith in the amount of \$45.00, and shall be coordinated by landlord and sign vendor. No exterior building sign permitted without written approval of the landlord. Signage to read and approved by .

A refundable **KEY DEPOSIT** will be charged in the amount of **\$40.00**, and shall be returned in full upon vacating and returning the keys. Tenant will be charged an additional fee if additional suite keys will be needed. Tenant agrees and understands this will be coordinated by management.

A one time **SET-UP ADMINISTRATION FEE** will be charged in the amount of **\$75.00**.

An additional/ optional RECEPTION PACKAGE is offered tenant in the amount of \$ per month in addition to tenants monthly rent. This shall include a receptionist to physically answer your telephones, takes messages, receive and sign for mail, packages, etc.

Accepts Reception Packages

Rejects Reception Package

Tenant shall provide management with EVIDENCE OF INSURANCE and that OAKPARK EXECUTIVE SUITES is named as “additional Insured” under Tenant’s general business policy.

The **BASIS** for the lease includes suite rental, utilities (excluding telephone), janitorial full kitchen facilities, real and common area property taxes, common area personal property and fire insurance, parking, and conference room facilities by reservation.

Any differences between Landlord and Tenant shall be resolved by negotiation. Failing negotiation, by arbitration, with prevailing party entitled to legal fees and costs.

OTHER PROVISIONS include :

Tenant hereby acknowledges that this is a NON SMOKING BUILDING, and will refrain from smoking, or allowing clients or customers to smoke anywhere within the building.

AGREED

DATE

AGREED

DATE

Dennis Munyon
Oak Park Executive Suites
25851 Front Street, Temecula, CA 92590