



18141 W. Catawba Ave. Cornelius, NC 28031

phone: 704-655-0379 fax: 800-385-6829

[www.LexingtonParkProperties.com](http://www.LexingtonParkProperties.com)

[info@lexingtonparkproperties.com](mailto:info@lexingtonparkproperties.com)

# Welcome to your new Virtual Office

## Office PRO -VIRTUAL OFFICE AGREEMENT

**SERVICES.** Lexington Park Properties, in consideration of the agreement payments provided in this agreement, does agree to provide the following services to member.

Name of Your Business: \_\_\_\_\_

**TERM.** The initial term for this agreement is 6 months and will begin on \_\_\_/\_\_\_/\_\_\_\_. We will charge the credit card on file for the entire first term at the beginning of the term. Thereafter this agreement will automatically renew monthly but may be terminated by either party giving 1 month written notice to [info@lexingtonparkproperties.com](mailto:info@lexingtonparkproperties.com).

Y/N	Monthly charge	<b><u>OFFICE PRO SERVICES</u></b>
	\$99	<b><u>Standard Office PRO Service</u></b> will include a physical address of 18139 West Catawba Ave. Cornelius, NC 28031 in which member can use for business cards, letterhead and to receive mail.
	\$15	<b><u>Mail service-</u></b> we will collect your mail and forward it to you (per instructions on pg 3)
	\$20	<b><u>Mail box receptacle outside of the unit 18139</u></b> -
	\$25	<b><u>Office PRO Plus-Business Name on the external sign outside of your office</u></b>
	included	<b><u>Conference room usage-</u></b> as part of the Office PRO service member may sign up to use the conference room at a rate of \$25.00 per hour. To sign up, go online to <a href="https://lexingtonparkproperties.com/conference-rooms">https://lexingtonparkproperties.com/conference-rooms</a> and reserve the date and times you need.
		Additional-
		<b><u>Total monthly billed to your account plus any conference room usage</u></b>

**PAYMENTS.** Tenant shall pay to Lexington Park Properties monthly installments for the selected services plus \$25.00 per each hour of usage for the conference room. The first 6 months of service will be billed at the start of this agreement and the conference room usage will be charged to the credit card on file at the beginning of the second month of the agreement and continuing until all outstanding charges are paid in full. Lexington Park

will charge the users credit card at the beginning of each period. (monthly on the start date of the agreement) , payable in advance on the first day of each month. If a credit card is used, the Member irrevocably authorizes Lexington Park to deduct all amounts charged to the member by Lexington Park on such credit card at any time during any billing period. Lexington Park reserves the right to require a security deposit. The security deposit shall never be deemed as advance payment of any fees however Lexington Park is entitled to deduct from the security deposit any monies owed to Lexington Park for services provided. Such deductions shall not be deemed to waive any breach by the Member of this Agreement.

**POSSESSION.** Member shall be entitled to the use of services on the first day of the term of this Agreement, and shall terminate usage on the last day of the term of this Agreement, unless otherwise agreed by both parties in writing.

**LATE PAYMENTS.** For any payment that is not paid within 5 days after its due date, member shall pay a late fee of 10% + \$1.00 per day for each day that payment is not received after the 5<sup>th</sup> of the month.

**NON-SUFFICIENT FUNDS.** Member shall be charged \$50.00 for each check that is returned for lack of sufficient funds.

**INDEMNITY REGARDING USE OF PREMISES.** Member agrees to indemnify, hold harmless, and defend Lexington Park Properties from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which Lexington Park may suffer or incur in connection with members usage of this service, use or misuse of the Premises. The member guarantees that it will not use the OFFICE PRO Virtual office service for any immoral or illegal purposes.

**COMPLIANCE WITH REGULATIONS.** Member shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, and the fire insurance underwriters. However, member shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

***Illicit Activity.*** Illicit activity as prescribed by U.S. Federal and applicable State Law is not permitted. Sites found to not be in compliance may have its service suspended and its content removed until they are found to be in compliance with these laws. If member is found to be in violation of these requirements may be subject to liability for the costs of removing the services and business losses to Lexington Park Properties and other customers located on the subject server. All payments are forfeit for potential damages for such fraud activities.

***Fraud Activity.*** Fraud activity as prescribed by U.S. Federal and applicable State Law, and untruthful activities that could cause economic loss to other, which are proved to Lexington Park Properties satisfaction, are not permitted. Businesses found to not be in compliance may have its service suspended and its address removed until they are found to be in compliance with this cause. If member is found to be in violation of these requirements may be subject to liability for the costs of removing the services and business losses to Lexington Park Properties. All payments are forfeited for potential damages for such fraud activities and office pro service ceases immediately.

**NOTICE.** Notices under this Agreement shall not be deemed valid unless given or served in writing or confirmed by email to [info@lexingtonparkproperties.com](mailto:info@lexingtonparkproperties.com)

**SERVICE PROVIDER:**

Lexington Park Properties, LLC  
18141 W. Catawba Ave  
Cornelius, NC 28031  
704-655-0379 [info@lexingtonparkproperties.com](mailto:info@lexingtonparkproperties.com)

**MEMBER INFORMATION:**

Name of Business:			
Type of and description of business:			
Name of Owner/ Member:			
Home address:			
Email:			
Best phone #:			
Name of card holder:			
Credit card Type:	<input type="checkbox"/> American Express	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
Card number:			
Expiration Date:		Verification #:	

Select One	<b>PLEASE PROVIDE ADDITIONAL INFORMATION ON HOW YOU WOULD LIKE YOUR MAIL HANDLED:</b>
	Email notification to following email address _____ and someone will pick up.
	Forward to following address:
	Other/Notes:

By signing this agreement you authorize Lexington Park to debit your card on file automatically for the monthly fee, conference room usage and mailing costs on a recurring monthly basis until notification is given to terminate this agreement.

**MEMBER:**

\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Authorized Signor

Once complete, sign, and email this document to [info@lexingtonparkproperties.com](mailto:info@lexingtonparkproperties.com) or Fax it to 1-800-385-6829

RESERVE THE CONFERENCE ROOM online at  
<https://lexingtonparkproperties.com/conference-rooms>

Once this form is completed and returned, we will process the payment and follow up with your new address.