

# Virtual Office Agreement

This is a Virtual Office Agreement 'Agreement' that is between Virtual Office Provider 'the Provider' and a corporation/business 'the Client' incorporated under the law. Provider and Client may be referred to as 'the Party' in individual, and 'the Parties' in collective. Parties hereby agree as follows:

**Provider's Name**

**Provider's Address**

**Client's Name**

**Client's Address**

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## 1- Premises and Services

The Parties have been involved in a leasing/rental agreement. The provider supplies rental Virtual Office Space to the Client. The Client will be using this Virtual Office Space as it's on purpose. Special uses should be noticed before the event via email to the other party.

The address of the Virtual Office Space is as following:

**Virtual Office Space's Address**

**The Client will be able to use this Virtual Office Space for the following purposes:**

## 2- Storage

The Client will not store its personal property in the Virtual Office Space. The provider is not responsible for any loss, stolen, or damaged items left in the Virtual Office Space. The Provider shall enable the office requirements to the Client: office phones, tables, chairs, wi-fi connection, private meeting rooms, video conferencing and boardrooms globally, coworking lounges, secretaries and receptionist on demand.

### 3- Term

The term of this Agreement (“Term”) shall commence on the Execution Date and run for a period of \_\_\_\_\_.

The Term shall automatically renew for the same time period, unless terminated by either of the Parties.

### 4- Termination

In order to terminate this agreement, either Party is obliged to send a 30-days prior written notice to the other Party.

This Agreement may be terminated if:

- One of the Parties commits a material breach of any terms of this Agreement that is not capable of remedy within fifteen (15) days, or that should have remedied fifteen (15) days after written notice and was not,
- One of the Parties becomes unable to perform its duties under this Agreement including the payment duty,
- One of the Parties or its employees or agents engage in any conduct prejudicial to the business of the other.

If the Agreement is terminated, the Client shall pay all rental fees incurred prior to the date of termination, regardless of which party terminated or the reason for the termination, except for the fact that the Provider fails to fulfill its services.

Any termination under this provision shall not affect the accrued rights or liabilities of either Party under this Agreement or at law shall be without prejudice to any rights or remedies either Party may be entitled to. Any provision or subpart of this Agreement that is meant to continue after termination or come into force at or after termination shall survive.

## 5- Rent

The Client shall pay the stated amount of the rent to the Provider mentioned in the Agreement. The Rental fee shall be payable in advance of the \_\_\_\_\_ business day of every month. If there is an additional fee that the Provider stated in this Agreement, it shall be paid with the Rent.

A late charge in the amount of \$ \_\_\_\_\_ for each Rent payment made more than \_\_\_\_\_ number of days after the date it is due.

### Rent

### Additional Fee

### Provider's Bank Account No.

## 6- Security Deposit

At the time of signing of this Agreement, the Client shall pay to the Provider, in trust, a security deposit of \$ \_\_\_\_\_ to be held for any unpaid Rental Fees, upon the expiration or termination of this Agreement or in case of default by Client.

The Security Deposit shall be returned to the Client within \_\_\_\_\_ days after this Agreement is terminated. The Security Deposit will be returned in full and in the manner prescribed by state and local laws, upon the end or termination of this Agreement, unless the Provider imposes a claim on the Security Deposit for any damages. The Security Deposit cannot be credited towards Rent unless the Provider gives written consent.

## 7- Subletting and Assignment

The Client \_\_\_\_\_ assign this Agreement or sublease all or any part of the Virtual Office Space without prior written approval of the Provider.

## 8- Indemnification

The Client agrees not to harm the Provider by any claims, or damages unless caused exclusively by the Provider's negligence. The Provider shall not be liable for any damage or injury to the Client that may be caused in the Virtual Office Space.

## 9- General Provisions

### Amendment

This Agreement can only be changed or modified with the written consent or permission from both the Provider and the Client.

### Governing Law

This Agreement shall be governed under the laws of the State of \_\_\_\_\_.

### Severability

Should there be conflict between any provision of this Agreement and the applicable laws of the State of \_\_\_\_\_ (the "Law"), the provision shall be held invalid and the remaining provisions in compliance with the Law shall prevail.

### Non-Waiver

The failure of the Provider to insist upon the strict compliance of the performance of any of the terms, conditions, and covenants hereof shall not be deemed as relinquishment or waiver of any rights or remedy that the Provider may have, nor shall it be construed as waiver of any subsequent breach or default of the terms, conditions, and covenants herein contained. No waiver shall have been deemed waived by the parties unless expressed in writing and duly signed by the waiving party.

### Entire Agreement

Except as provided in this Agreement, all herein constitutes the consented and agreed covenants and provisions by the parties. Any prior understanding or representation not set forth herein shall not bind either of the Parties.

**Date**

**The Client's Signature**

**The Provider's Signature**





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