



Sahara Business Center

EXECUTIVE SUITES & VIRTUAL OFFICES

Intent to Occupy Office Space

Company Name _____

Tenant Information

Name _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Contact Number _____

Cell Phone _____

Fax Number _____

E-Mail Address _____

Billing Information, if different

Name _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Contact Number _____

Cell Phone _____

Fax Number _____

E-Mail Address _____

Accommodations

Suite number to be occupied _____

Lease commencement & move-in date ____/____/____

*Lease terms are month to month with a 30-day notice

Number of phones needed (1 included) _____

Where would you like your calls to be transferred?

Voice mail or External Number _____

Number of keycards needed (1 included) _____

Complete furniture set? Yes or No

-Or select from following-

Desk: _____ Credenza: _____ Swivel Chair: _____ Guest Chair: _____ Filing cabinet: _____ Bookcase: _____

Would you like to set up auto-pay? _____

All invoices will be delivered via email unless otherwise requested

**** Intent to Occupy without reservation fee does not guarantee security of requested suite and is not a binding agreement to lease an office****

RESERVATION Tenant shall pay a reservation fee equal to one month's rent, to SAHARA BUSINESS CENTER in order to secure office space. SAHARA BUSINESS CENTER and Tenant agree that if Tenant does not enter into a lease agreement beyond four (4) weeks after submitting the reservation fee, the fee shall be non-refundable. ONLY when Tenant signs a lease agreement with SAHARA BUSINESS CENTER shall the reservation fee be applied as the refundable deposit. Activations of phone, internet and fax will not be completed until all fees are paid and a lease is signed by Tenant.