

Directions to occupy space at Cranbrook Executive Building at 41800 Hayes:

1. **Rental agreement Fill in the blanks**
 - a. **space 1, input your name and or company name.**
 - b. **space 2, input suite number.**
 - c. **Input the day of execution**
 - d. **Input the month of execution**
 - e. **Input the year of execution**
 - f. **Input the monthly cost of your lease expense, which would include the cost of all additional items like phone and fax.**
 - g. **Include any services included by circling the service.**
2. **Initial the first page of the lease agreement.**
3. **Sign the 2nd page of the lease agreement.**
4. **Complete all spaces on the tenant profile.**
5. **Complete the Required Automatic Charge Authorization.**
6. **Complete the Tenant Registered employee form. (maximum of 2 registered employees per space)**
7. **Provide a check for the total upfront charge. (No Security Deposit is held nor provided, only first and last month is collected)**
8. **Provide a voided check for the automatic monthly recurring charge. If you would like to pay by credit card an additional fee of 4% of the payment made is collected.**
9. **Provide a copy of driver's license for all registered employees.**
10. **Submit the originals to Mike Avoub by fax or email.**

Michael Avoub
Avoub Holding, Inc
41800 Hayes Road
Clinton Twp, MI 48038
PH: 248-270-7001
FX: 586-649-2351
EM: michaelavoub@yahoo.com

INITIAL HERE: _____

EXECUTIVE OFFICE RENTAL AGREEMENT

This Rental Agreement between _____, hereinafter referred to as tenants, and AYOUB HOLDINGS, Inc., herein after referred as LANDLORD, for the property described as: **41800 Hayes Road, Clinton Township MI 48038 Suite # _____**. (See Exhibit Suites)

1. The rental shall commence on this _____ Day of _____, 20____, and shall continue for a period of **1 YEAR** _____. Tenant agrees to pay \$ _____ **USD** per month by the first day of each month, plus any sales tax, is applicable. **ITEMS included in lease (CIRCLE):24/7, EFax, Phone, ofax, registered employee, cubicle, unfurnished**

_____. This Agreement shall automatically renew for the same term and under the same conditions, and The Landlord will simply charge The Tenant's Account for the rent at the same rate then in effect unless either party notifies the other, in writing, within thirty (30) days prior to the expiration of the initial term or any renewal thereof, that it does not wish to renew this Agreement under the same terms and conditions. Should terms or rates change, The Company will notify The Tenant if there is a change in terms in advance via email or regular mail. Otherwise if there is no change the lease term will automatically renew without notice.

2. There are no grace periods on rentals. All rents are due and payable to the landlord on or before the due date of each month. Automatic payments via a checking account must be set up to pay rent. In the event the rent is not paid by the due date, A late charge of twenty (\$25.00) US dollars will be charged after the third day if the rent has not been paid. An eviction notice will be issued after the tenth day unless a satisfactory agreement has been made with the landlord, and on the 30th day the office will be locked out. Tenant hereby agrees to be locked out on the thirtieth day in the event the rent has not been received for a period of 30 days after it was due. The tenant will remit the rent to **AYOUB HOLDINGS, INC., 41800 Hayes Road, CLINTON TWP, MI 48038**.
3. Tenant has deposited with the landlord first month and last month rent and key service charge to be deposited in Landlord deposit account, for the full and faithful performance of each and every term, provision, covenant, and condition of this agreement, including but not limited to the full term of the rental agreement being fulfilled. Last month rent shall be collected and not as part of the termination of lease, whereby a minimum of 30 full days notice is required.
4. Landlord may use, apply or retain the whole or any part of this security deposit for payment of any specific purposes. Any remaining portion of such security deposit shall be returned to the tenant no later than two weeks after termination of his tenancy and tenant having vacated the premises and returning all keys to the landlord. In the event a security deposit is collected it would be deposited in a separate account without interest. A security deposit of **\$0.00** has been collected. Under no circumstances will the security deposit ever be permitted to be used as a part of any month's rent.
5. Tenant has examined the premises and accepts the same as being clean in good order, condition and repair.
6. The premises are rented for use only as a business office. Tenant will comply with all governing agencies and local zoning laws. The office is located in Clinton Township so tenant may be required to obtain a city license and a county license to do business.
7. Tenant shall keep the premises rented from his exclusive use in good order and condition and pay for any repairs caused by his negligence of misuse or that of his invites. Landlord shall maintain any other parts of the property and pay for repairs not caused by tenant's negligence or misuse or that of that of his invitees. Landlord is to cut grass, maintain shrubs and general exterior.
8. Tenant shall not disturb, annoy, endanger other tenants of the building or neighbors nor use the premises for any immoral or unlawful purposes, nor violate any law or ordinance, nor commit waste or nuisance upon or about the premises.
9. The Landlord represents that there exists no known water intrusion, mold or mildew problems with the demised premises. Tenant hereby acknowledges that they have examined the premises. Tenant hereby acknowledges that they have examined the premises and find no visible sign of any water intrusion, mold or mildew problems in the demised premises. Landlord shall not be liable for any damage tenant may sustain as a result of casualty damage caused by catastrophic events including but not limited to hurricanes, tornadoes, or any other casualty event to the demised premises and to any water penetration, mold or mildew caused by said water penetration as a result of casualty event or any construction necessary to repair said demised premises after a casualty event.
10. Landlord may terminate this lease for any reason with 30 days notice to the tenant.
11. In case of failure of the tenant to pay the rent herein agreed upon when due or any action by the landlord to enforce any terms of the agreement or recover possession of the premises, and the same is collected by suit, or through an attorney, the tenant agrees to pay a reasonable attorney's fee, together with all costs and charges.
12. Time is of the essence. The waiver by landlord of any breach shall not be construed to be a continuing waiver of subsequent breach.
13. Termination of this lease must be given in writing to landlord with a full 30 days notice. All payments due within that 30 day period must be paid on time.
14. Forwarding mail: The post office will not forward mail after termination and the tenant agrees not to send forwarding card to USPS. Tenant may not pick up any mail delivered after termination. This mail will be held by landlord and returned to sender. Landlord will not be held liable for any mail issues.
15. Tenant may use conference room when available- **UP TO Allocated Hours per month**.
16. The tenant will also be responsible for any insurance to cover themselves, employees or guest in case of injury on premises.
17. Indemnification – Tenant shall hold Landlord harmless from any and all liability actions, claims and damages arising after the commencement of this lease, and which may be imposed upon or incurred by or asserted against Landlord by reason of any accident, injury or death of any person or damage to any property occurring on or about the lease premises or any part thereof or any use, non-use or condition of be leased premises or any part of the ownership, occupancy or use thereof. Tenant shall have the right to test the validity of any such claims regardless of who makes the claim, in the name of the Landlord, as the Tenant may deem necessary, provided that the expense thereof shall be paid by the Tenant.
18. The undersigned hereby guarantees the performance of all obligations, including but not limited to payment of all present and future indebtedness to LANDLORD at Cranbrook Loans Executive Suites. This guarantee shall continue in effect until the undersigned has notified LANDLORD in writing of its cancellation, but such cancellation shall not alter any obligation of the undersigned arising thereunder prior to receipt of such written notice.
19. The undersigned hereby authorizes LANDLORD or its agent to investigate his/her/their credit and background and authorizes any bank, mortgage lender or landlord, credit reference or any other party, to release information to LANDLORD or its agent, and hold harmless for said disclosures. The undersigned grants a security interest in all goods sold, and agrees to pay reasonable attorney's fees and cost of collection and interest at the maximum legal rate in the event of any default under this obligation. By signing this document, LANDLORD is not committing or guaranteeing the undersigned will be accepted as a tenant.
20. This Lease is subject to all present or future mortgages affecting the premises.
21. Tenant shall use and occupy the premises only as Tenant rental status as listed below subject at all times to the approval of the Landlord.
22. The Tenant shall not make any alterations, additions or improvements to the premises without the prior written consent of the Landlord.
23. The Tenant, at his own expense, shall furnish the following utilities or amenities for the benefit of the Tenant, _____.
24. The Tenant shall purchase at his own expense public liability insurance in the amount of \$1,000,000 and shall provide satisfactory evidence thereof to the Landlord and shall continue same in force and effect throughout the Lease term hereof.
25. If tenant wants to make any alterations to the space it must be approved in advance in writing by Landlord
26. The Tenant shall not permit or commit waste to the premises.
27. The Tenant shall comply with all rules, regulations, ordinances codes and laws of all governmental authorities having jurisdiction over the premises.

INITIAL HERE: _____

28. The Tenant shall not permit or engage in any activity that will effect an increase in the rate of insurance for the Building in which the premises is contained nor shall the Tenant permit or commit any nuisance thereon.
29. The Tenant shall not sublet or assign the premises nor allow any other person or business to use or occupy the premises without the prior written consent of the Landlord, which consent may not be unreasonably withheld.
30. Soliciting to other tenants or clients of those tenants is strictly prohibited and could lead to termination of this lease and damages if any are occurred.
31. At the end of the term of this Lease, the Tenant shall surrender and deliver up the premises in the same condition (subject to any additions, alterations or improvements, if any) as presently exists, reasonable wear and tear excluded
32. This is a **non-smoking** building. Smoking is prohibited at any time in the building or on any property owned by Landlord.
33. The tenant will be required to lock and secure the lobby door when entering and leaving after normal work hours (8:30 A.M. to 5:00 P.M. Monday-Friday), as well as turning off any lights and computers and computer monitors, air condition units, and or heating units.
34. Upon default in any term or condition of this Lease, the Landlord shall have the right to undertake any or all other remedies permitted by Law.
35. This Lease shall be binding upon, and inure to the benefit of, the parties, their heirs, successors, and assigns.
36. Liability. Tenant agrees that Landlord shall not be liable for any damage or injury to persons or property arising out of the use of the Premises by Tenant, its agents and employees, invitees, or visitors except that occasioned by the negligence or act of Landlord, its agents, employees, servants, contractors, or subcontractors.
37. Landlord's Right to Inspect. Tenant agrees to permit Landlord and its authorized representatives to enter the Premises at all reasonable times for the purpose of inspection, or for the making of any necessary repairs for which the Landlord is responsible or feels necessary for the safety and preservation of the Premises or for the performance of any work on the premises that may be necessary to comply with any laws or regulations of any public authority.
38. Landlord agrees to provide in the Premises, at Landlord's expense, the following janitorial services: common area cleaning One (1) day per week. Landlord will remove trash from the main collection bins one day per week; vacuuming of carpets once per week; cleaning of windows (interior and exterior) one time per year; replacement of light tubes and bulbs as required. Janitorial crew will not enter the offices of the tenant, tenant must remove empty their trash into the main rear bins.
39. Air conditioning will be supplied to cause the temperature in the interior of the Premises to be not greater than 78 degrees at all times and heat will be supplied as necessary to cause the temperature to be not less than 69 degrees at all times.
40. In the event of any interruption or malfunction for any reason of any utility or service to the Premises or Building, Landlord shall use reasonable diligence to restore the utility or service. However, any such interruption or malfunction, shall not entitle Tenant to be relieved from any of its obligations under this Lease, or grant Tenant the right of set-off or re coupe.
41. Destruction of Premises. If at any time during the term of this lease, the Premises or any part of the Building or Parcel shall be damaged or destroyed by fire in a way that does not render the premises unfit for the conduct of Tenant's business or that does not injure Tenant's business, Landlord shall promptly and through the exercise of reasonable diligence repair the damage and restore the premises, at Landlord's expense, to the condition in which the premises existed immediately prior to the damage or destruction. In such case there shall be no abatement of rent.
42. Tenant acknowledgement of receipt of Rules and regulations. The location of the Rules and regulations are at <http://macombvirtual.com/rules-and-regulations>. Please review these terms. By signing this lease tenant agrees that they have reviewed a copy of the rules and regulations, and will review them 1 time each month for the duration of the lease.
43. Landlords Employees. Tenant agrees that during the term of this lease and for a period of twenty four (24) months after its termination, tenant will not offer employment to or hire any of the employees of the landlord or other tenants. Tenant shall pay liquidated damages to landlord, a sum equal to Four hundred percent (400%) of each such employee's annual wages.
44. Non Solicitation of Customers. Tenant agrees that during the term of this lease and for a period of twenty four (24) months after its termination, tenant will not solicit the following, including but not limited to the customers, clients, vendors, and representatives of the landlord or other tenants.
45. Liability. Landlord shall not be liable for the following, including but not limited to any theft or damage to any property at anytime in said premises or building from including but not limited to theft, claims of their visiting customers, gas, smoke, water, rain, or snow. Under no circumstances shall the Landlord be liable to the tenant or the tenants employees, agents, guests or invitees for any action by any person (including trespassers and criminals).

I acknowledge and agree to the terms of this lease,

Tenant: _____ **Date:** _____

Landlord: _____ **Date:** _____

INITIAL HERE: _____

PLEASE COMPLETE THIS REQUIRED TENANT PROFILE.

PROPOSED LEASE START DATE: _____

PROPOSED MOVE IN DATE: _____

LEGAL BUSINESS NAME: _____

*Personal Lease Guarantor: *required*

<i>*Owner name 1</i>		<i>Owner name 2</i>	
<i>Telephone</i>		<i>Telephone</i>	
<i>*Home Address</i>		<i>Home Address</i>	
<i>*City, State, Zip</i>		<i>City, State, Zip</i>	
<i>*DOB</i>		<i>DOB</i>	
<i>*Social Security</i>		<i>Social Security</i>	
<i>*Drivers License No</i>		<i>Drivers License No</i>	
<i>*Email:</i>		<i>Email:</i>	

Truth In Renting Total Due at lease signing: Make Check payable to Ayoub Holdings, Inc.

Item	Price	Quantity	Monthly Price
MONTHLY SUITE BASE*	\$99/		
Inclusive Suite	\$179		
Inclusive Window Suite	\$199		
Utility Share*	\$30		
24/7 Access	\$30/Office		
Second Office Occupant	\$20.00/User	-----	-----
Private Office	\$30		
Private Office Utility Share	\$30.00		
Extended Access Plan	\$5, \$10, \$15, \$20, (circle)		
Month to Month Lease	\$100.00/Suite		
Inbound E Fax Line	\$10.00/User		
Outbound Unlimited Fax	\$20.00/User	-----	-----
Unlimited Phone Service	\$20.00/Line		
Refrigeration/Heat Unit	\$10.00 Electric Charge		
Unfurnished	\$20.00/Desk Removal		
Non Eft/Month	\$50.00		
Virtual	\$49, 79, 99, 119, 129		
Internet 5M	\$20		
Internet 40M	\$30		
TOTAL	-----	-----	

Truth In Renting

1	Collecting Prorated	___ Days	To the end of the month at a per diem of	\$	Per Diem Total \$
2.	Collecting 1st Month	J,F,M,A,M,J,J,A,S,O,N,D	In the Amount Of	\$	\$
3.	Collecting Last Month	Or Security Deposit	For the last month of the lease	\$	\$
4.	Collecting Key Charge	\$45	To receive key, or no charge if tenant makes copy of original key.	\$	
5.	Total 1+2+3+4		UP Front total required at signing		\$\$

INITIAL HERE: _____

REQUIRED AUTOMATIC DRAFT AUTHORIZATION

The automatic payment plan offers the convenience of paying your monthly payment automatically. **Please fill out this form and deliver to the lease manager department. Please include a blank, voided check or deposit slip** from your designated account for verification. The amount that's due each month based on the lease agreement, is what the amount is that will be automatically billed.

Name exactly as it appears on Check			
Bank Name		Voided Check Attached: Y/N	
Checking or Savings	Est. Plan Cost Monthly	Account Number	ABA Number (9 Digits)
Bank Fraction Code:	Bank City	Bank State	Bank Zip
Address City, State, Zip as on the Check			
Credit Card Number (If credit a 4% service charge is added)		Exp Date	CVV
Authorization Number (internal) and Amount		Date Completed (internal)	Name of processor
CCN		Security Code	Expiration Date

One Time Charge in the Amount of \$_____ plus Systematic Charges per month equal to paying the Monthly Payment Due.
 Total Monthly Charges \$_____.

I hereby authorize Ayoub Holdings Inc to charge the above referenced credit card account or selected bank account automatically each and every 1 MONTH(s) and apply said charge toward the payment of the charges I owe Ayoub Holdings Inc . based on the lease agreement. I understand that I will remain responsible for recurring charges and additional late fees should my credit card be canceled or otherwise made unavailable for payment. I further understand that I will remain responsible for recurring charges, additional late fees and other applicable charges if the withdrawal to the bank account I have listed above is denied for insufficient funds or the account otherwise becomes unavailable. If you intend to prepay it must be done 7 days in advance to do a temporary 1 month halt of the account being charged. if my account has non sufficient funds I understand that I will be charged an additional \$25.00 NSF fee. If at anytime I decide to discontinue payment I will provide Ayoub Holdings with written notice to cancel the automated check draft.

In the event I have selected to have automatic payments made from a bank account, I hereby authorize Ayoub Holdings Inc to initiate automatic withdrawals via electronic fund transfer entries ("Entries") by means of the Automated Clearing House ("ACH"). I understand and agree to abide by the Operating Rules of the National Automated Clearing House Association ("NACHA") in existence as of the date of this Agreement and as amended from time to time (the "Rules") which govern all such transactions. I acknowledge that no Entries may be made that violate the Rules or the laws of the United States. I agree to indemnify the Originating Depository Institution ("ODFI") and any third party service providers involved in processing Entries made hereunder against all claim, demand, loss, liability, or expense including attorney's fees and costs that result directly or indirectly from my 1) failure to follow the Rules or 2) violations of law.

Signature of Tenant

Printed Name

Date

INITIAL HERE: _____

Registered Employees

Name (Full legal name)			
Home Phone	Cell Phone	Work Phone	
Employee Home Address			
			Yes / No
City	State	Zip	Have you been convicted of a felony?
Email			
Name (Full legal name)			
Home Phone	Cell Phone	Work Phone	
Employee Home Address			
			Yes / No
City	State	Zip	Have you been convicted of a felony?
Email			
Name (Full legal name)			
Home Phone	Cell Phone	Work Phone	
Employee Home Address			
			Yes / No
City	State	Zip	Have you been convicted of a felony?
Email			

OFFICE NOTES. EACH DOCUMENT MUST BE ACKNOWLEDGED BY TENANT. ATTACH COPY OF DRIVERS LICENSE for all occupants. Rules and regulations must be acknowledged by visiting our website. Please make a copy for yourself. Employees who will be accessing the space must be registered. It is a violation of the rental agreement to not register employees.

INITIAL HERE: _____