



## OFFICE RESEVERAVTION DEPOSIT

The purpose of this deposit is to give priority to you, as a prospective tenant of *The Executive Suite at Haven (TESH)*, for a office suite(s) as it becomes available for lease. This deposit is refundable subject to the terms described below. In general, termination of this OFFICE RESERVATION DEPOSIT can be initiated by either party and the deposit will be refunded.

A non-refundable application fee of \$50 is also due at this time. This fee is used to help pay for the cost of reviewing your application and for reviewing our lease with you (or your company). Credit checks and one hour of lease review time by our Senior Property Manager are covered by the fee. Lease review time in excess of one hour will reduce the refundable portion of your deposit as defined in our "Arduous Contracting policy." This policy document is available upon request.

Once TESH management informs you that the office space(s) that you desire is available and that your application has been approved, you should proceed in quick order in reviewing and signing the lease document and paying the initial invoice. TESH management reserves the right to pursue other prospective tenants for your desired office suite(s) until your lease with us is signed by both parties and the first invoice is paid.

You are encouraged to review the TESH lease document or request that TESH management forward a copy to your corporate management personnel, if applicable. A lease application package is available upon request from the administrative staff at TESH.

**Funds collected:** \$500 per suite reservation fee + \$50 NON-refundable credit check/application fee.

Check number: \_\_\_\_\_

Suite \_\_\_\_\_ is conditionally reserved for:

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_  
Prospective Tenant

\_\_\_\_\_  
Manager/representative

\_\_\_\_\_  
date

**New Email Address: [kalthaus@execsuite.net](mailto:kalthaus@execsuite.net)**

EMAIL: [concours.professional.center@earthlink.net](mailto:concours.professional.center@earthlink.net)

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