

Office Rental Quotation

Quotation Number: ORQ-2025-112

Date: February 10, 2025

Rental Company Information:

Name: Prime Office Spaces

Address: 500 Business Avenue, Downtown District, DD 89012

Contact Information: Phone: (555) 456-7890, Email: leasing@primeoffices.com

Client Information:

Name: James Anderson

Address: 789 Corporate Lane, Metro City, MC 45678

Contact Information: Phone: (555) 123-9876, Email: james.a@example.com

Rental Office Details:

Property Address: 250 Executive Tower, Downtown Business Hub

Office Type: Private Office Space

Total Area: 1,500 sq ft

Facilities:

- Fully furnished workspace
- High-speed internet and utilities included
- Access to meeting rooms and shared lounge
- 24/7 security and maintenance services

Rental Period:

Start Date: April 1, 2025

End Date: March 31, 2026

Pricing Details:

- Monthly Rent: \$3,000
- Security Deposit: \$3,000 (refundable upon end-of-lease inspection)
- Maintenance Fee: \$200 per month
- Utility Charges: Included in rent
- Total Initial Payment: \$6,200 (first month's rent + security deposit + maintenance fee)

Terms and Conditions:

- Rent is due on the 1st of each month; late payments incur a \$150 fee after the 7th day.
- The tenant is responsible for keeping the office clean and in good condition.
- Interior modifications require prior approval from the landlord.
- Lease renewal option available with prior notice of 60 days before the lease expires.
- Early termination requires a 3-month notice and an exit fee equal to two months' rent.

Expiration Date:

This quotation is valid until March 10, 2025.