

### Member Private Offices

- Furnished and unfurnished offices available
- 24/7 Access
- Mail collection services
- Dedicated fax services
- Hi-Speed Internet & Wi-Fi Available\*
- Kitchen facilities, coffee, and still water
- Duration of agreements available are 6-months, 12-months, 18-months, or month to month
- Day Office discount rate is \$40
- Meeting Room rate is \$20 per hour billed in 1-hour increments with a minimum of 2 hours
  - 2 Day-Office tickets each month\*\*
  - 4-hour allotment each month for Meeting Room access\*\*
  - Logo Displayed on Second Floor Electronic Directory

### Virtual Office Membership

- Mail handling
- Professional business address
- Access to Workspace at Member Rates
- **Pricing Options**
  - \$150 a month
  - \$125 a month with annual commitment
  - \$1,200 prepaid for the year
- **Day Office discount rate is \$40**
- Meeting Room rate is \$20 per hour billed in 1-hour increments with a minimum of 2 hours
- Included
  - **2 Day-Office tickets each month\*\***
  - 4-hour allotment each month for Meeting Room access\*\*
  - Logo Displayed on Second Floor Electronic Directory

### Day Office (Non-Member Terms)

- Access to an office for the workday
- Access cannot start before 9:00AM and must end by 5:00PM same day
- Hi-Speed Wi-Fi\*
- Kitchen facilities, coffee, and filtered still water
- Day Office rate is \$75

Pricing and terms subject to change based on demand, availability, and market conditions.

\*Subject to network access terms

\*\*Does NOT carry over to the following month and subject to availability.

**NEW MEMBER APPLICATION**

What type of Membership are you interested in? \_\_\_\_\_

Company Name: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Contact Information**

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Emergency Contact (Name/Relationship/Phone Number): \_\_\_\_\_

**Provide copies of the following**

- Driver's License
- If a Corporation:
  - Articles of Incorporation and any amendments
  - By Laws and any amendments
  - Names of all current directors and officers
- If a Limited Liability Company:
  - Articles of Organization and any amendments
  - Operating agreement and any amendments
  - Names of all members and managers
- If a General or Limited Partnership:
  - Partnership agreement and any amendments
  - Names of all current partners (general and/or limited)
- Completed credit<sup>1</sup> & background form
- Application Fee \$50 check made payable to Hollywood Workspace.

**Pay Application Fee**

**Items Needed Prior to Move-In**

- Initial payment
- Signed license agreement
- Signed copy key & entrance agreement
- Signed internet access terms
- Virtual receptionist intake form

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<sup>1</sup> Only applicable for Private Office Membership

**BACKGROUND REPORT RELEASE FORM  
PLEASE READ CAREFULLY**

BY MY SIGNATURE BELOW I AUTHORIZE

\_\_\_\_\_

To obtain a ~~Consumer Credit Report~~ and/or Background Report on me. This authorization is valid for purposes of verifying information given pursuant to employment, leasing, rental, business negotiations, or any other lawful purpose covered under the Fair Credit Reporting Act (FCRA)

The background Check may contain information available in the Public Domain but may not include interviews with persons other than previous employers or their agents.

By my signature below, I Hereby authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts and agencies, military services and persons to release all information they may have about me including criminal and driving history. This authorization shall be valid in original or copy form.

Applicant Name \_\_\_\_\_

Social Security \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Street Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\* NOTE: PLEASE INCLUDE A COPY OF A VALID DRIVERS LICENSE**

# Private Offices Floorplan

