

ADDENDUM

FEE SCHEDULE

(as of 4/1/2023)

**NOTE: ALL FEES ARE SUBJECT TO CHANGE
WITHOUT PRIOR NOTICE**

Processing fee (for credit or debit card payment)	2.95% of charge amount to third party payment processor.
Insufficient funds or declined payment fee	\$40.00.
Late fee	\$30.00 late fee for payments received after the 5th day of the month such payment is due, and \$5 daily thereafter until paid in full.
Refreshing Fee	Determined on a case by case basis.
Customization fee	Determined on a case by case basis.
Self-performed customization fee	Determined on a case by case basis in an amount necessary to replace, repair and compensate Lessor and others affected.
Conference room cleaning fee	\$50.00 minimum or such higher amount to cover actual costs incurred.
Cleaning fee/improper disposal of trash fee	\$50.00 minimum or such higher amount to cover actual costs incurred.
Copier fee	\$0.10 per b/w copy; \$0.50 per color copy.
Static IP fee	\$150.00 set up fee per IP address; \$25.00 per month per IP address.
VLAN fee	\$400.00 set-up fee per suite added, \$25.00 per month per suite added.
Conference Room Credit fee	\$20.00 per hour (note: large conference rooms require \$40.00 per hour).
Social Member fee	\$250.00 per month per person for a non-reserved desk in common areas.
Lost/unreturned garage access card	\$25.00 per card.
Unreturned mailbox/suite key fee	\$40.00 fee for each mailbox/suite key not returned upon Lease termination.