

# MEMORANDUM

**To:** All New York City Virtual Enterprise (VE) Firms  
**From:** New York City Virtual Regulatory Commission  
**Date:** October 15<sup>th</sup>, 2015  
**Subject:** Lease Agreements & Monthly Office Rentals

Please be advised that due to several changes in the New York City VE marketplace, the Virtual Regulatory Commission will hereby handle all firm office rentals and Lease Agreements until further notice.

The VRC will provide office rentals to your firm under the conditions detailed below:

Location (borough)	Price per Square Foot	Payment Options for Service 10/1/2015-5/31/2016 (PAY VEI-NYC Realty Bank Account #100002655)
Bronx	\$15.00	8 payment plan, Oct. through May
Brooklyn	\$22.00	8 payment plan, Oct. through May
Manhattan	\$27.00	8 payment plan, Oct. through May
Staten Island	\$21.00	8 payment plan, Oct. through May
Queens	\$23.00	8 payment plan, Oct. through May

Payment for service is due on the first day of the month; payments received after the fifth day of the month will be considered overdue. Overdue accounts may be charged interest at the rate of 1.5% per month (18% APR).

In all cases, you will be required to submit information regarding your office space to VEI. In order for us to generate a lease agreement for your firm, please provide us with your **office location** and **total square footage** using this link:

<http://www.jotformpro.com/form/42184899210964>

Thank you for your understanding.

Common Errors:

- Selecting the correct borough as your Price per Square Foot selection
- Please enter a number in the Office Space (Square Feet) box.