



Astor Business Centers is dedicated to helping businesses grow by providing education, resources, funding and networking. We are committed to delivering a high level of service. We operate with integrity and seek to add value with every interaction

We expect all of our partners, affiliates and team to adhere to our code of conduct

Principles while working with Astor Business Centers:

1. Operate within the law and deliver products and services as agreed that are legal and ethical. Secure and maintain the required level of liability insurance (contact Aubrey Maxie on (832) 220-3668).
2. Be clear, concise and transparent when dealing with clients.
3. Always conduct business in a way that creates “win, win” outcomes
4. Aim to add value with every interaction with customers, clients and other Center tenants.
5. Actively promote and refer clients to Astor Business Center tenants when appropriate.
6. Not do anything that would knowingly discredit, defame or disadvantage Astor Business Centers or other tenants.

We expect every business working from our location to focus on the success of their respective businesses. In addition we hope to build an ethos of cooperation and community. It is our hope that each resident will refer business when appropriate to other Center tenants.

By signing this pledge you and your organization agree to the principles detailed above in addition to any other contractual obligations that you have with Astor Business Centers Inc. and SwiftLease.

Signature: _____

Organization: _____ Date: _____

Application For Serviced Office / Co-working Space

Full Name: _____ Years in Business: _____

Company Name: _____

Contact Number 1: _____

Email Address: _____

Website address: _____

Twitter Handle: _____

LinkedIn Handle: _____

Facebook Handle: _____

Company Type: (INC. / LLC / Ltd) _____

How many people will be occupying the space on a regular basis? _____

What products or services does your business offer? (please attach a business plan)

How many clients to you expect to see per week? _____

SPACE SHARING AGREEMENT

This Space Sharing Agreement (the "Agreement") is made as of _____, December 2017 by and between **Astor Business Centers** ("Owner") and _____ ("Customer") and **SwiftLease** ("Processor").

RECITALS

A. Owner is a party to a lease agreement (the "Lease") pursuant to which Owner leases certain office space that being Suite 138, 8145 Highway 6 S (the "Premises").

B. Customer desires to use a portion of the Premises, subject to the terms and provisions herein. Owner agrees that Customer shall be permitted to use a portion of the Premises as shown on Exhibit "A" ("Shared Space")

C. Processor is responsible for collecting the "Monthly Fee" of \$_____ from Customer and paying to Owner the amounts due to Owner pursuant to the separate listing agreement between Owner and Processor.

NOW, THEREFORE, in consideration of the agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Premises.** Owner agrees that Customer shall be permitted to use:
 - a. The Shared Space for the purposes permitted under the Lease subject to the terms and conditions set forth in this Agreement.
2. **Term.** The term of this agreement is from _____ ("Effective Date") to _____ ("Termination Date") and may be extended by mutual written agreement by each of the parties hereto.
3. **Security Deposit:** Customer shall pay a security deposit of one month's rent up front at time of execution of the lease agreement.
4. **Consideration.** So long as Customer uses the Premises Customer shall pay on the first day of each calendar month with respect to the Premises as the "Monthly Fee". If Monthly Fee is not received by the Processor by the 5th of the month it is deemed late and an initial penalty will be imposed of \$50.00. Monthly Fee will be made payable to SwiftLease and mailed to Processor at the following address:

SwiftLease
1900 West Loop, Suite 500
Houston, TX, 77027

5. **Shared Space Restrictions.**
 - a. Access. Customer shall have access to the space during Standard Building Hours. Defined as:
 - (a) 24/7 Access via key fob, Initial ____ () fob charge to Customer is \$15. Any additional or replacement key fobs cost to Customer is \$25.00 per key fob.

- b. **Customer Amenities.** Customer shall have access to the following amenities with the Shared Space: ____ hours of monthly conference use to be used on Monday, Tuesday, Wednesday, Friday, and Saturday during normal business hours.
- c. **Use.** Customer shall only operate in Premise for specified business activity of income tax, notary, funeral planning packages, translations, immigration forms, and biomagnetism and alternative therapy.

6. Modification and Termination.

- a. **Modification.** If a party desires to increase or decrease the portion of the Premises used pursuant to this Agreement, then Customer and Owner will negotiate in good faith with respect to such increase and decrease and make the adjustment to the Monthly Fee.
- b. **Termination Rights.** This Agreement shall become effective on the Effective Date and shall terminate on the Termination Date contemplated by Section 1 or 2 hereof.

7. Commercial General Liability. Certificate holder shall be named as an Additional Insured as evidenced by endorsement or blanket additional insured coverage provided by the policy. Defense costs shall not apply against coverage limits. General liability must have a minimum \$100,000 tenant liability and General Aggregate of \$1,000,000.

8. Indemnity.

- a. **By Customer.** Customer will indemnify and hold harmless Owner and their respective directors, shareholders, members, managers, officers, employees and agents (collectively, the "Owner Indemnitees") from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against any one or more of the Owner Indemnitees by reason of (a) any accident, injury to or death of persons, (b) any failure on the part of Customer to perform or comply with any of the terms of this Agreement, or the Owner Leases, (c) any liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation reasonable attorneys' fees and expenses) due to Customer's use and occupancy of the Premises or any Owner Facility or (d) Owner being held in default under the terms and provisions of the Owner Leases, in any such case as a result of any act or omission on the part of Customer.
- b. **By Owner.** Owner will indemnify and hold harmless Customer and Customer's directors, officers, employees and agents (collectively, the "Customer Indemnitees") from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against any one or more of the Customer Indemnitees by reason of (a) any accident, injury to or death of persons, (b) any failure on the part of any of Owner to perform or comply with any of the terms of this Agreement, or any Customer leases or (c) Customer being held in default under the terms and provisions of the Customer lease, in any such case as a result of any act or omission on the part of Owner.

9. Notices. All notices given in connection with this Agreement shall be in writing. Service of such notices shall be deemed complete (i) if hand delivered, on the date of delivery, (ii) if by mail, on the

fourth business day following the day of deposit in the United States mail, by certified or registered mail, first-class postage prepaid, (iii) if sent by FedEx or equivalent courier service, on the next business day, or (iv) if by telecopier, upon receipt by the sender of written confirmation of successful transmission. Such notices shall be addressed to the parties at the following addresses or at such other address for a party as shall be specified by like notice (except that notices of change of address shall be effective upon receipt):

If to Owner:

8145 Highway 6 S
Suite 138
Houston, Texas 77083

If to Customer:

10. **Governing Law.** This Agreement shall be governed by, and be construed in accordance with, the substantive laws of the State of Texas.
11. **Amendment.** This Agreement may be amended or supplemented at any time provided that any such amendment or supplement shall be made in writing and signed by each of the parties hereto.
12. **Assignment.** This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective successors and permitted assigns. This Agreement and the rights, duties, obligations and privileges hereunder may not be assigned by either party without the prior written consent of the other party.
13. **Entire Agreement.** This Agreement constitutes the entire agreement between parties relating to the subject matter hereof.
14. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original but all which together will constitute but one agreement.
15. **Section Headings.** The section headings contained herein are for convenience only and shall not affect in any way the interpretation of any of the provisions contained herein.

{Signature Page Follows}

IN WITNESS WHEREOF, the parties hereto have executed this Space Sharing Agreement as of the date first above written.

OWNER:
Astor Business Centers

By: _____

Name: _____

Title: _____

Date: _____

CUSTOMER:

By: _____

Name: Patty Palacios

Title: Owner

Date: _____

PROCESSOR:
SwiftLease

By: _____

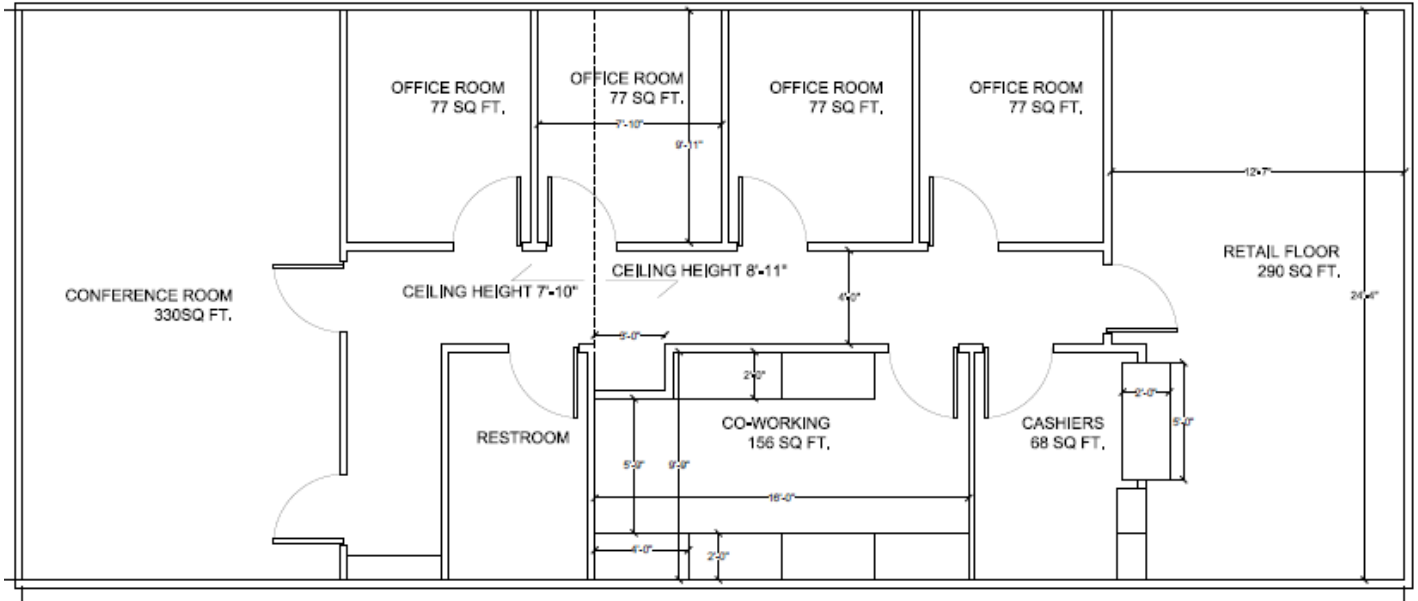
Name: Jon A. Silberman

Title: President

Date: _____

Exhibit A – Suite 138 - _____

“Shared Space”



KEY / FOB ISSUANCE FORM

Name			
Company		Date	

GENERAL INFORMATION

I understand and agree that:

1. I am responsible for the ASTOR BUSINESS CENTERS key(s) / Fob issued to me and for immediately reporting their loss or theft to ASTOR BUSINESS CENTERS.
2. The key(s) / Fob issued to me may not be transferred or loaned to another person, regardless if they are a tenant or member of my company.
3. I understand that I am not allowed to make duplicates of ASTOR BUSINESS CENTERS' keys or fob.
4. ALL keys must be returned to ASTOR BUSINESS CENTERS if I am no longer a tenant or in breach of my tenancy agreement.
5. If a key is lost, stolen, or damaged, I understand that I will be charged \$25 for its replacement plus the cost of replacing locks if required.
6. I am aware that I am responsible for the security of ASTOR BUSINESS CENTERS while on premises outside of business hours. I will ensure that all doors are locked and the property is secure. I understand that I am responsible for any loss or damages caused by my negligence.

Signature		Date	
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KEY / FOB INFORMATION

KEY / FOB	DATE OUT	DATE RUTURNED	ABC	
			OUT	RETURNED