



# PAUSE / EXIT FORM

## MEMBER INFO

We are sorry to see you go. Please fill out this quick form to help us with the process.

**Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Which membership(s) do you want to pause or cancel?** \_\_\_\_\_

SEE TERMS OF USE: SECTION 9-C

At least 30 days prior to the month in which you intend to terminate this agreement, effective date will be the last Business Day of the Termination Month.

All my memberships \_\_\_\_\_

Specify membership \_\_\_\_\_

Mail Service (add-on) Membership \_\_\_\_\_

Locker Membership \_\_\_\_\_

For instance, if you would like to terminate this Agreement on the last Business Day of April, the last opportunity to deliver the Exit Form to us would be 30 days prior.

**ARE YOU CANCELING OR PAUSING YOUR MEMBERSHIP?**  
 Canceling membership revokes all membership access to the building is revoked and all agreements and contracts by both parties will be terminated.

The Exit Form needs to be filled out in entirety and signed by the Authorized Signatory. The last month's Membership Fee is not subject to proration.

**Cancel** effective date \_\_\_\_\_

You must vacate your Office Space no later than 4:00 p.m. on the last Business Day of the month.

If you wish to pause your membership, you will not be charged a reactivation fee when you choose to return. However, during the duration of your "pause", all member ship access to the building and amenities are revoked.

All remaining fee and dues will automatically be deducted per the original contract.

**Pause** returning date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

FP Signature \_\_\_\_\_

Date \_\_\_\_\_