

**ESRT ONE GRAND CENTRAL PLACE, L.L.C.**  
**C/O EMPIRE STATE REALTY TRUST, INC.**  
**111 WEST 33<sup>RD</sup> STREET**  
**NEW YORK, NEW YORK 10201**

Dear Tenant:

Welcome to One Grand Central Place.

Below are instructions for making rent payments to your Landlord, ESRT One Grand Central Place, L.L.C. Landlord accepts three (3) methods of payments:

(1) By check via regular mail:

JPMorgan Chase  
P.O. Box 28622  
New York, New York 10087-8622  
Re: ESRT One Grand Central Place, L.L.C.

(2) By electronic transfer:

Chase Bank USA NA  
Checking Account: 517955816  
Routing Number: 021000021  
Swift Code: CHASUS33  
Reference: [Name of Tenant / Tenant ID# / Payment application, etc.]

(3) By check via overnight carrier:

JPMorgan Chase – Lockbox Processing  
4 Chase Metrotech Center, 7<sup>th</sup> Floor East  
Brooklyn, New York 11245  
Re: ESRT One Grand Central Place, L.L.C. (#28622)

Payments are due in full on or before the 1st of the month, including any charges in question or in dispute. Balances outstanding after the period provide for in your lease may be subject to late penalties.

**Please make your check payable to ESRT One Grand Central Place, L.L.C., and include your tenant ID number on the check. A detailed description of application of payment should be included with your remittance. If you are paying by electronic transfer, we would appreciate if you would send an email notification to your cash coordinator, Lucy Lebron, at [llebron@empirestaterealtytrust.com](mailto:llebron@empirestaterealtytrust.com). Lucy can also assist with any questions regarding application of payment.**

If you have any billing inquiry or request for additional backup, please send your request to your billing coordinator, Jacqueline Hoolehan, at [jhoolehan@empirestaterealtytrust.com](mailto:jhoolehan@empirestaterealtytrust.com)

If you have any other question with your statement, Lucy and/or Jacqueline will be happy to try to assist you or direct you to the best person who can help.

Very truly yours,  
ESRT One Grand Central Place, L.L.C.

cc: Lucy Lebron Accounts Receivable Cash Coordinator (212) 850-2657  
Jacqueline Hoolehan Accounts Receivable Billing Coordinator (212) 850-2726  
Jackeline Diaz, Manager Accounts Receivable (212) 850-3346