

**ESRT FIRST STAMFORD PLACE SPE, L.L.C.**  
**C/O ESRT MANAGEMENT, L.L.C**  
**111 WEST 33<sup>RD</sup> STREET**  
**NEW YORK, NEW YORK 10201**

Dear Tenant:

Welcome to First Stamford Place.

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

(1) By check via regular mail:

ESRT First Stamford Place SPE, L.L.C.  
P.O. Box 2044  
Hicksville, N.Y. 11802

(2) By electronic transfer:

Capital One Bank  
Checking Account: 7528418222  
Routing Number: 065000090  
Swift Code:  
Reference: [Name of Tenant / Tenant ID# / Payment application, etc.]

(3) By check via overnight carrier:

Empire State Realty Trust  
Attn: Accounts Receivable Department  
111 West 33<sup>rd</sup> Street, 12<sup>th</sup> Floor  
New York, N.Y. 10120

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 First Stamford Place SPE, 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, Denise Lucas, at [dlucas@empirestaterealtytrust.com](mailto:dlucas@empirestaterealtytrust.com). Denise 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, Karla Rojas, at [KRojas@empirestaterealtytrust.com](mailto:KRojas@empirestaterealtytrust.com)

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

Very truly yours,  
ESRT First Stamford Place SPE L.L.C.

cc: Denise Lucas, Accounts Receivable Cash Coordinator (212) 850-2664  
Karla Rojas, Accounts Receivable Billing Coordinator (212)850-2725  
Jackeline Diaz, Manager Account Receivable (212) 850-3346