

ESRT METRO CENTER, L.L.C
C/O ESRT MANAGEMENT, L.L.C
111 WEST 33RD STREET
NEW YORK, NEW YORK 10201

Dear Tenant:

Welcome to Metro Center.

Below are instructions for making rent payments to your Landlord, ESRT Metro Center, L.L.C.
Landlord accepts three (3) methods of payment:

(1) By check via regular mail:

Bank of America
P.O. 415944
Boston, MA 02241-5944
Re: ESRT Metro Center, L.L.C.

(2) By electronic transfer:

Bank of America
Checking Account: 385015873662
ABA #026009593
Reference: [Name of Tenant/ Tenant ID#/ Payment application, etc.]
Or for those who pay via ACH Credit the Routing Number: 011900254

(3) By check via overnight carrier:

ESRT Metro Center, LLC
C/O Empire State Realty Trust Inc.
Attention Accounts Receivable
111 West 33rd Street, Floor 12
New York, NY 10201

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 Metro Center, 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, Ibis Tolentino, at ITolentino@empirestaterealtytrust.com. Ibis 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, Jiaen Chen, at JChen@empirestaterealtytrust.com.

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

Very truly yours,
ESRT Metro Center, L.L.C.

cc: Ibis Tolentino, Accounts Receivable Cash Coordinator (212) 850-2732
Jiaen Chen, Accounts Receivable Billing Coordinator (212) 850-2755
Jackeline Diaz, Manager of Accounts Receivable (212) 850-3346