

FACILITIES LEASING



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BY: .....

July 6, 2017

Dear Postal Service Landlord:

The Postal Service has recently awarded a National Contract for Real Estate Services to Jones Lang LaSalle Americas, Inc. (JLL). JLL has experience and expertise in real property transactions and will be providing real estate support services, including lease management and brokerage services. The contract with JLL became effective on April 21, 2017.

This National Contract for our Real Estate Services Provider (RESP) entitles JLL to serve as the Tenant Representative on the behalf of the Postal Service for your leasing transaction. The Postal Service expects that you will pay a commission to the JLL representative for leasing services pursuant to a separate agreement between you and the JLL representative. The Postal Service understands that the rental rate may reflect this commission payment, along with other market based factors.

The Postal Service expects that the JLL representative will be respectful and professional in representing the Postal Service's interests and that you will work cooperatively with the JLL representative on the leasing transaction. We appreciate your cooperation in working with the Postal Service's Tenant Representative.

If you have any questions, please contact Whitney Aaronson, JLL Contract Executive at 202-719-5832 or 202-268-5728 or at [Whitney.Aaronson@am.jll.com](mailto:Whitney.Aaronson@am.jll.com).

Sincerely yours,

A handwritten signature in cursive script that reads "Karen LaFave".

Karen LaFave  
Manager, Facilities Leasing