

THE TOWER

To: The Tower Tenants
From: Worthe Real Estate Group & Standard Parking
Date:
Re: Parking Billing Policies

Please accept the following notice on behalf of Worthe Real Estate Group, Building Management, and Standard Parking, Parking Operator for The Tower in Burbank. As always, do not hesitate to contact your Management Team in Suite 100 for questions or more information. Thank you.

BILLING SCHEDULE

Monthly parking invoices shall be sent on or around the 25th of each month. Any requests received in the management office between the 25th and last day of each month shall be documented and reflected on the following month's invoice.

PRORATIONS

Monthly parking shall be prorated as follows:

ADDITIONS – Tenants/keycards added between the first (1st) and fifteenth (15th) of each month shall be charged for a full month. Tenants/keycards added between the sixteenth (16th) and twenty-fourth (24th) shall be prorated by one half month. Tenants/keycards added between the twenty-fifth (25th) and first (1st) of the month shall be charged for a month and a half.

DELETIONS – Tenants/keycards cancelled/deleted between the twenty-fifth (25th) and first (1st) will be credited for one month. Tenants/keycards cancelled/deleted between the first (1st) and fifteenth (15th) of each month shall be credited for one half month. Tenants/keycards cancelled/deleted between the sixteenth (16th) and twenty-fourth (24th) of each month shall be subject to ZERO proration.

EMPLOYEE ROSTER

Each parking invoice shall include a full employee roster for each tenant.

GROUPS/CATEGORIES- Each tenant roster shall be comprehensive, thereby including any employees designated as “Non-Parkers.” Non-Parkers are included for informational purposes and are not charged a monthly fee.

ROSTER CHANGES - Tenant shall notify building management, in writing, of any requested changes to Employee Roster prior to delivery of the next monthly invoice. Back-dated changes and subsequent requests for credit(s) will not be accepted.

TERMINATIONS

Tenant shall notify building management prior to any and all terminations so that appropriate security measures and parking egress can be arranged.