

October 4, 2011

Dear Landlord:

USPS is continuing to streamline processes and drive initiatives that will result in more consistent and effective management of its real estate portfolio. As you may be aware, in order to effectively manage anticipated increased volume of transactions, USPS has engaged CBRE to provide transaction management services with regards to both leased and owned assets.

Commencing on or before October 15, CBRE will begin providing oversight of all USPS real estate activities, including dispositions and leasing. The transition will be phased-in over the next several months starting with all leases for properties located in the Southwest and Pacific, as well as, leases that are greater than \$50,000 per year on a national basis. All leases for other property locations will follow.

CBRE will be serving as the Exclusive Tenant Representative on behalf of USPS. The scope of work specific to leasing activities shall include, but may not be limited to the following services:

- Provide market data, including rental rates, TI's, commissions, etc.
- Survey of potential relocation alternatives with floor plans, asking rates and terms
- New lease and/or lease renewal negotiations
- Lease document coordination
- Build-out oversight to ensure space is delivered timely and per the terms stipulated with in the lease

Upon completing a lease transaction, it is anticipated that the lessor will pay a market rate commission based on that which is commercially reasonable and standard industry practice.

USPS expects that CBRE will be respectful and professional in representing USPS interests at all times.

If you have any questions, please contact Brian Murphy at 202-585-556 or John Chichester at 202-268-2680, who will serve as CBRE's Alliance Director.

Best Regards,

Jane E. Bjork

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OCT 13 2011