



November 12, 2019

Michelle Harr
HITEC Power Protection, Inc.
25707 SW Freeway
Rosenberg, TX 77471

**RE: Operating Expense Estimate Notice, Lease ID # t0014202 – 4070 Nelson Ave, Suite C,
Concord, CA**

Michelle Harr:

Effective January 1, 2020, the new operating expense estimate pursuant to your lease agreement, will change. In addition to your new operating expense estimate, please continue to pay your current Base Rent and any other monthly charge amounts. The new total monthly amount for 2020 is as follows:

	2019	2020
Base Rent	\$ 1,465.20	\$ 1,465.20
Expense Recovery	\$ 738.73	\$ 786.71
Monthly Total	\$ 2,203.93	\$ 2,251.91

We appreciate your immediate attention to this letter, and trust you will forward it to the appropriate department. If you have already sent your payment, please send the difference between the payment sent and the new Monthly Total. If your monthly rent payment is currently via Electronic Funds Transfer (EFT), the operating expense estimate will be included when we pull the January rent payment.

For all other forms of payment please make note of the mailing address provided for you below to ensure timely posting of your payment.

Payment Remittance Address: PS Business Parks, LP
Dept. #33662 PO Box 39000
San Francisco, CA 94139

If you have any questions or concerns, do not hesitate to call me at (408) 453-9921. As always, your tenancy is appreciated.

Respectfully,

Claudia Lepulu
Property Manager