

# OFFICE LEASE PAYMENT SCHEDULE 2024

**Summit Digital Solutions, Inc.**

*Schedule A to Master Lease Agreement dated March 1, 2023*

## 1. PREMISES AND PAYMENT SCHEDULE

### 1.1 Primary Office Location

**Property Address: 100 Innovation Park Drive, Suite 400-450**

Wilmington, Delaware 19801

**Total Leased Space: 42,500 square feet**

**Term: January 1, 2024 - December 31, 2024**

### 1.2 Monthly Base Rent Schedule

The following schedule details the Base Rent payments due for calendar year 2024:

Month	Due Date	Base Rent	Operating Expenses	Total Monthly Payment
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January	1/1/2024	\$148,750	\$31,875	\$180,625
February	2/1/2024	\$148,750	\$31,875	\$180,625
March	3/1/2024	\$148,750	\$31,875	\$180,625
April	4/1/2024	\$148,750	\$31,875	\$180,625
May	5/1/2024	\$148,750	\$31,875	\$180,625
June	6/1/2024	\$148,750	\$31,875	\$180,625
July	7/1/2024	\$148,750	\$31,875	\$180,625
August	8/1/2024	\$148,750	\$31,875	\$180,625
September	9/1/2024	\$148,750	\$31,875	\$180,625
October	10/1/2024	\$148,750	\$31,875	\$180,625
November	11/1/2024	\$148,750	\$31,875	\$180,625
December	12/1/2024	\$148,750	\$31,875	\$180,625

**Annual Total: \$2,167,500**

## 2. PAYMENT TERMS AND CONDITIONS

## **2.1 Payment Method**

All payments shall be made via ACH transfer to Landlord's designated account:

- Bank: First Delaware Commercial Bank
- Account Name: Innovation Park Holdings LLC
- Account Number: [REDACTED]
- Routing Number: [REDACTED]

## **2.2 Late Payments**

Any payment received after the fifth (5th) day of the month shall incur a late fee of five percent (5%) of the total monthly payment amount. Interest shall accrue at 1.5% per month on any unpaid balance after the fifteenth (15th) day of the month.

## **2.3 Operating Expense Reconciliation**

Operating expenses are estimated for 2024 based on projected costs. Actual operating expenses shall be reconciled quarterly, with any adjustments reflected in the subsequent quarter's payments.

# **3. SPECIAL PROVISIONS**

## **3.1 Expansion Space**

Tenant maintains right of first refusal on Suite 455 (5,000 sq ft) through June 30, 2024, at the same per-square-foot rate as current premises.

## **3.2 Parking Allocation**

Monthly payment includes:

- 170 standard parking spaces
- 10 reserved executive spaces
- 5 electric vehicle charging stations

## **3.3 Utilities and Services**

Base rent includes:

- HVAC service during business hours (7:00 AM - 7:00 PM, M-F)
- Standard janitorial services
- Common area maintenance
- Property security services

## **4. ANNUAL ADJUSTMENTS**

### **4.1 Operating Expense Cap**

Annual increase in operating expenses shall not exceed 5% over prior year's actual expenses, excluding property taxes and utilities.

### **4.2 CPI Adjustment**

Base rent for calendar year 2025 shall be adjusted by the greater of:

- 3% increase over 2024 base rent
- Percentage increase in CPI-U for Philadelphia-Camden-Wilmington MSA

## **5. ACKNOWLEDGMENT**

This Payment Schedule is incorporated into and made part of the Master Lease Agreement dated March 1, 2023. All terms and conditions of the Master Lease Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Payment Schedule as of December 15, 2023.

### **LANDLORD:**

Innovation Park Holdings LLC

### **By:**

Name: Jonathan R. Wilson

Title: Managing Director

### **TENANT:**

Summit Digital Solutions, Inc.

### **By:**

Name: Sarah Blackwell

Title: Chief Operating Officer