



August 27, 2018

Bank of America

RE: Outstanding Balance

Dear Accounting,

This notice is to inform you that our records indicate that you have an outstanding account CREDIT of \$25,141.11 as of August 27, 2018.

Attached you will find a copy of your current accounting ledger stating all charges and the current balance on your account. Please take your credit on your next 2 payments. Also, please adjust the monthly amount you are sending according the charges on attachment.

We appreciate your tenancy and wish to continue a successful relationship with you. Please do not hesitate to contact our office if you have any questions.

If you have any questions, please contact Christine.

NAI Benchmark
Email: Christine@naibenchmark.com
Phone: 209-576-2240

Lease Ledger

Lease Information

Sharon Lyons
JLL

BofA

Date 08/27/2018
 Lease Id t0000428
 Property 407wilso
 Location 407 N. Wilson Way
 Assigned Space(s) A
 Customer
 ICS Code
 Lease Type Office Net
 Lease Term From 12/01/2015 To 09/30/2019
 Lease Area 11,810(Net Lease)
 Monthly Rent 6889.17
 Office Phone (925)872-9060
 Fax No (312)938-1466
 E-Mail sharon.lyons@am.jll.com

Date	Description	Unit	Charges	Payments	Balance
	Balance Forward				0.00
10/24/17	Chk# 603510			15,275.62	(15,275.62)
11/01/17	Base Rent (11/2017)		6,889.17	<i>over paid \$20</i>	(8,386.45)
11/01/17	Estimated CAMS (11/2017)		8,366.45		(20.00)
11/20/17	Chk# 611071			15,275.62	(15,295.62)
12/01/17	Base Rent (12/2017)	A	6,889.17	<i>over paid \$20</i>	(8,406.45)
12/01/17	Estimated CAM (12/2017)	A	8,366.45		(40.00)
12/28/17	Chk# 618904			15,275.62	(15,315.62)
01/01/18	Base Rent (01/2018)	A	6,889.17		(8,426.45)
01/01/18	Estimated CAM (01/2018)	A	7,310.51		(1,115.94)
01/01/18	Property Insurance (01/2018)	A	239.48		(876.46)
01/01/18	Property Taxes (01/2018)	A	770.88		(105.58)
01/08/18	Chk# 622268			307.00	(412.58)
01/26/18	Chk# 626256			15,582.62	(15,995.20)
02/01/18	Base Rent (02/2018)	A	6,889.17		(9,106.03)
02/01/18	Estimated CAM (02/2018)	A	7,310.51		(1,795.52)
02/01/18	Property Insurance (02/2018)	A	239.48		(1,556.04)
02/01/18	Property Taxes (02/2018)	A	770.88		(785.16)
02/23/18	Chk# 634787			15,582.62	(16,367.78)
03/01/18	Base Rent (03/2018)	A	6,889.17		(9,478.61)
03/01/18	Estimated CAM (03/2018)	A	7,310.51		(2,168.10)
03/01/18	Property Insurance (03/2018)	A	239.48		(1,928.62)
03/01/18	Property Taxes (03/2018)	A	770.88		(1,157.74)
03/26/18	Chk# 642961			15,582.62	(16,740.36)
03/28/18	2017 CAM Reconciliation		(18,395.82)		(35,136.18)
04/01/18	Base Rent (04/2018)	A	6,889.17		(28,247.01)
04/01/18	Estimated CAM (04/2018)	A	7,310.51		(20,936.50)
04/01/18	Property Insurance (04/2018)	A	239.48		(20,697.02)
04/01/18	Property Taxes (04/2018)	A	770.88		(19,926.14)
04/23/18	Chk# 651171 - May 2018			15,582.62	(35,508.76)

Lease Ledger

05/01/18	Base Rent (05/2018)	A	6,889.17		(28,619.59)
05/01/18	Estimated CAM (05/2018)	A	7,310.51		(21,309.08)
05/01/18	Property Insurance (05/2018)	A	239.48		(21,069.60)
05/01/18	Property Taxes (05/2018)	A	770.88		(20,298.72)
05/29/18	Chk# 8948			15,582.62	(35,881.34)
06/01/18	Base Rent (06/2018)	A	6,889.17		(28,992.17)
06/01/18	Estimated CAM (06/2018)	A	7,310.51		(21,681.66)
06/01/18	Property Insurance (06/2018)	A	239.48		(21,442.18)
06/01/18	Property Taxes (06/2018)	A	770.88		(20,671.30)
06/25/18	Chk# 666097			15,582.62	(36,253.92)
07/01/18	Base Rent (07/2018)	A	6,889.17		(29,364.75)
07/01/18	Estimated CAM (07/2018)	A	7,310.51		(22,054.24)
07/01/18	Property Insurance (07/2018)	A	239.48		(21,814.76)
07/01/18	Property Taxes (07/2018)	A	770.88		(21,043.88)
07/20/18	Chk# 503578			15,582.62	(36,626.50)
08/01/18	Base Rent (08/2018)	A	6,889.17		(29,737.33)
08/01/18	Estimated CAM (08/2018)	A	7,310.51		(22,426.82)
08/01/18	Property Insurance (08/2018)	A	239.48		(22,187.34)
08/01/18	Property Taxes (08/2018)	A	770.88		(21,416.46)
08/14/18	2016 CAM Reconciliation		(3,352.07)		(24,768.53)
08/24/18	Chk# 510866			15,582.62	(40,351.15)
0-30 Days					
(21,955.33)					
	31-60 Days				
	0.00				
		61-90 Days			
		0.00			
			Above 90 Days		
			(18,395.82)	Already paid Sep.	Amount Due
					(40,351.15)

• Total monthly charge since 01/2018 \$15,210.04. Been over paying \$372.58/mo.

• $372.58 \times 9 \text{ mo.} = (\$3,353.22)$ credit for Rent/CAM/Ins./Tax estimations

2017 CAM Recon = (18,395.82)

2016 CAM Recon = (3,352.07)

over paid Nov/Dec 2017 (40.00)

Total Credit (25,141.11)

Do NOT Pay Oct. 15,210.04

Remaining Credit (9,931.07)

Nov. Rent 15,210.04

\$5,278.97 Please send this amount for Nov. 2018. Do NOT pay Oct. 2018