CUSHMAN & WAKEFIELD

September 2, 2015

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Dear Tenant:

The management Team at Trinity Centre would like to extend a warm welcome to you and your employees. We are excited you have chosen Trinity Centre to be the new home for your business and look forward to working with you during your tenancy.

In my role as Vice President, I am assisted by Mary Canty, Assistant Property Manager; Mike Brawner, Chief Engineer; Kim Conroy, Property Administrator; Jack O'Leary, Building Engineer; and Henry Coto, Utility Specialist. The management office is located in Suite 160 at 5870 Trinity Parkway. The contact phone number is 703-322-9650, and the fax number is 703-322-9656.

The Electronic Tenant Handbook (www.trinitycentreinfo.com) provides building information, emergency procedures, building policies and amenities at Trinity Centre. This website will help you to become familiar with Trinity Centre.

For building emergency situations where evacuation is necessary, we would like each tenant to designate a Primary Tenant and Secondary Tenant Management Contact, in addition to a Safety Warden and Assistant Safety Warden for each occupied floor. In addition, please provide the names and office locations of any disabled employees. This will enable the local emergency teams to safely and effectively evacuate the building. Please review the electronic Tenant Handbook and the building Emergency Procedures, and have your wardens become familiar with its contents.

Our team is committed to servicing your needs and meeting your expectations as a tenant at Trinity Centre. Best wishes for continued growth and success at Trinity Centre. Again, welcome and if you have any questions, comments, suggestions or concerns, please do not hesitate to contact us or stop by the Management Office.

Sincerely,

Kathleen E. Boxall
Vice President
Cushman & Wakefield

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