



To: 3120 Fairview Park Drive Tenants
From: Moore & Associates, Inc. as agent for Landlord
Re: Rent Payments; Remittance Address

As a reminder, all monthly rent payments are due, without demand, by the first day of each month. Moore & Associates, as agent for owner, provides monthly account statements as a courtesy to our Tenants. You should not rely on the receipt of these statements to pay your rent; however, you should review the statements in the event there are additional charges.

All rent checks should be made payable to **Fairview Building Owner LLC**. Please make a note of this and mail your payment using any of the methods listed below.

By Mail

- ❖ This PO Box address is for use with US First Class Mail only
- ❖ NO FedEx, UPS or any other overnight deliveries are accepted at a PO Box
- ❖ It is not recommended that you use USPS Express mail (with or w/out signatures)

**Fairview Bldg Owner LLC
Dept. 1990
PO Box 121990
Dallas, TX 75312-1990**

Overnight Mail Process: FedEx/UPS/Overnight Shipper Only

- ❖ If you wish to overnight a payment it must be sent to the physical lockbox processing site using the address below
- ❖ Overnight payments must be sent via FedEx, UPS or any other overnight shipper only. US Mail from the USPS is not accepted at the lockbox processing site

**Fairview Bldg Owner LLC
Attention Lockbox # 891990
1501 NORTH PLANO RD STE 100
RICHARDSON TX 75081**

By Wire/ACH :

Account Name:

14555 Building Owner LLC

As Disregarded Entity For Fairview Bldg Owner LLC (DACA Account)

Account Number:

80010219667

Domestic Wire/ ACH Instructions:

First Republic Bank

111 Pine Street

San Francisco, CA 94111

ABA/ Routing Number:

321 081 669

SWIFT Code:

FRBBUS6S

Remittance Guidelines:

- ❖ Please be advised that lockboxes do NOT accept cash – no exceptions
- ❖ Lockboxes will only process checks drawn on U.S. banks in U.S. Dollars (USD). This is standard for all U.S. lockboxes and all FRB lockboxes
- ❖ Money Orders are accepted but images can frequently be difficult to read due to faint or colored ink
- ❖ Any check not drawn on a U.S. bank or not drawn in U.S. Dollars (USD) will be rejected. This includes U.S. bank checks in Canadian dollars (CAD) or foreign bank checks drawn in USD
- ❖ Any check containing an 8-digit Routing/Transit number will be rejected
- ❖ Please do not send foreign items to the lockbox

Please review the terms of your Lease. Late fees begin accruing on the fifth day of each month for most leases and will continue to accrue until payment is received at the lockbox.

Thank you.