

3 Boars Head Lane
Suite D
Charlottesville, VA 22903
(434) 202-0706

Date: July 18, 2022

To: Thomas Jefferson Planning District Commission

Attn: Christine Jacobs

Address: 114 4TH ST. S.E.

Subject: New Management at the WATER STREET BUILDING

Dear Mr./Mrs. Christine Jacobs:

It is our pleasure to be working with you as the new property management team for 2PIC LLC. Your property management team's contact information is below.

Name: **Alexandra Mitchener**

Title: **Portfolio Manager**

Telephone: **(540) 767-3013**

E-Mail: Alexandra.mitchener@thalhimer.com

The first monthly rent payments will be due August 1, 2022, to new ownership. Please mail payment to, with your address listed in the MEMO line:

2PIC, LLC
c/o Thalhimer
P.O. Box 5160
Glen Allen, VA 23058-5160

Once your account has been set-up in our Accounting System, you will receive an invitation to utilize Versapay, an on-line platform to receive the monthly rent invoices and make your payment. You will still be welcome to pay by check, but we hope that the Versapay system will streamline things for you.

Per your lease agreement, please provide a copy of your Certificate of Insurance with the following information included:

Certificate Holder should read:

2PIC, LLC

c/o Thalhimer

3 Boars Head Lane, Suite D

Charlottesville VA, 22903

Please include 2PIC, LLC and Thalhimer as additionally insured regarding general liability coverages.

Service requests can be placed at **<http://www.buildingengines.com/login>** or call (434) 202-0706. For after hour calls, including after hour emergencies, please call (434) 327-4601.

We have included a Tenant Contact Information sheet, VersaPay Fact Sheet, and Building Engines tenant guide. The Contact sheet that needs to be completed should be returned to Alexandra.mitchener@thalhimer.com no later than **August 5, 2022**.

Thank you for being a tenant partner and we look forward to working with you! If we can be of any assistance to you, please do not hesitate to contact the Thalhimer Team. For leasing or general inquiries, Jenny Stoner (jenny.stoner@thalhimer.com) and John Pritzlaff (john.pritzlaff@thalhimer.com) are available as well.

Sincerely,



Alexandra Mitchener, CPM®
Portfolio Manager