



January 3, 2006

(Sample Letter)

Dear Lessor:

As an existing lessor for the State of California for the facility at (address, city) you are receiving this letter as advance notice of the State's new policy regarding lease renewals and relocations. Pursuant to Governor Schwarzenegger's Executive Order S-20-04, the State will give preference to buildings which meet Energy Star compliancy on all new leases and lease renewals.

The program, Energy Star, is administered by the United States Environmental Protection Agency and is intended to be a system to help landlords evaluate their buildings for utility consumption. The goal is increased public awareness of the opportunities that exist to decrease demand on the utility grid. This program is the same the one being utilized for major household appliances that has proven to be very successful since its inception.

We recognize it is important for you as lessor to place your facility in the best possible light when the States' lease comes up for renewal, or if new state lease opportunities are in the market. Please go to the "Portfolio Manager" section of the web page located at <http://www.energystar.gov> to evaluate your building. We request that you provide the State with the results of this survey so we may update your file for future reference. Please contact Esaú Lona at (916) 375-4109 with the results of your survey or if you have any questions regarding the State's policy.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Sheral Gates".

Sheral Gates
Acting Chief
Real Estate Leasing and Management Section