

GENERAL SERVICES ADMINISTRATION  
PUBLIC BUILDINGS SERVICE  
ANALYSIS

ADMINISTRATIVE ACTION # 1

LEASE NO. GS-11P-LDC12722

ADDRESS OF PREMISES

One Franklin Sq.  
1301 K ST NW  
Washington, DC 20005

THIS ADMINISTRATIVE ACTION implements section 2.09 Operating Costs of the Lease and is issued to memorialize an annual adjustment to the Lessor for Operating Cost changes in accordance with the terms thereof

This unilateral Administrative Action is issued to memorialize an adjustment in rent for the [REDACTED] as calculated herein, based on the information stated in the Lease source documents.

CURRENT INFORMATION

ANNUAL RENT	\$1,108,939.50
OPERATING RENT	\$319,751.25

COMPUTATION:

Base [REDACTED]-W.U.S. City Avg)	October	2016	235.732
Corresponding Index	October	2017	240.573
Base Operating Cost Per Lease			\$319,751.25
% Increase in [REDACTED]-W			0.020536032
Annual Increase In Operating Cost Due Lessor			\$6,566.42

NEW INFORMATION

Annual Rent	\$1,115,505.92
Operating Cost	\$326,317.67

B. The annual adjustment	\$6,566.42
Effective	11/1/2017
New Annual Rent	\$1,115,505.92
Monthly rent. in arrears	\$326,317.67

The rent adjustment will be reflected in the next rent payment. The Lessor is responsible for notifying the Government of any changes in contact or payment information. The most recent information on record shows that Rent is currently payable to:

1301 K Street Limited Partnership  
2800 Post Oak Blvd., Suite 5000  
Houston, TX 77056-6178

This Administrative Action is not an amendment to the lease. All terms and conditions of the lease remain in full force and effect.

This Administrative Action was completed by the Business System Analyst, Sontaria Willett, who calculated the above payment amount that is due. The Lessor is solely responsible for the accuracy of the information that it submits and for compliance with the requirements of the CPI Clause of the lease, including the responsibility to identify for the Government the correct year and amount to be used as the "base operating cost" under the terms of the lease. The Government reserves the right to make adjustments to this payment should the payment later be found to contain errors in calculation or to be based upon inaccurate assumptions or incorrect data.

**For the purposes of processing Administrative Actions, use of The GSA Lease Amendment Form 12/12, has been discontinued. Escalation and reimbursements issued under the Lease Amendment Form 12/12 will now be executed under the Administrative Action Form.**

In addition, the Government Contracting Officer (CO) has subscribed his or her name as of the above date solely for the purpose of authorizing payment as calculated herein by the Business System Analyst. The CO's signature is not evidence that the CO has investigated the accuracy of the calculations or of the information provided by the Lessor.

By: \_\_\_\_\_

(Signature)

Contracting Officer, GSA, NCR, PBS  
(Official Title)

(Date)

Jan 24, 2018