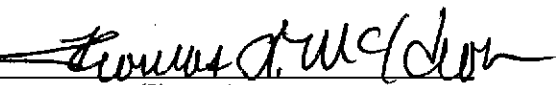
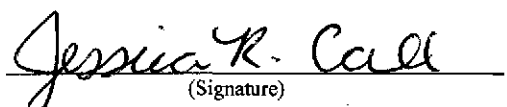
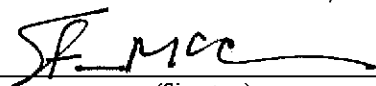


GENERAL SERVICES ADMINISTRATION PUBLIC BUILDING SERVICES  <b>SUPPLEMENTAL LEASE AGREEMENT</b>	SUPPLEMENTAL AGREEMENT <b>No. 4</b>  TO LEASE NO. <b>GS - 03B - 09615</b>	DATE <u>September 13, 2011</u>  PEGASYS DOCUMENT NUMBER (PDN) <b>PS0020449</b>
ADDRESS OF PREMISE <b>Roanoke Higher Education Center</b> <b>108 N. Jefferson Street</b> <b>Roanoke, Virginia 24016-2411</b>		
THIS AGREEMENT, made and entered into this date by and between  whose address is <b>Roanoke Higher Education Authority</b> <b>108 N. Jefferson Street</b> <b>Roanoke, Virginia 24016-2411</b>  hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:  WHEREAS, the parties hereto desire to amend the above Lease to establish the Tenant Improvement build-out costs associated with Change Orders 2 - 6.  NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective <u>August 4, 2011</u> as follows:  <div style="margin-left: 40px;"> A. The Government shall pay the Lessor a one-time lump payment in an amount of \$7,813.96 for Change Orders 2 - 6. The break-down of this payment is outlined in Exhibit A (attached).   B. Invoicing for lump-sum payment:   Upon completion of the work, the Lessor shall notify the contracting officer to arrange for an inspection. After inspection and acceptance of the work by the Government, a properly executed invoice shall be submitted at:  <a href="http://www.finance.gsa.gov">http://www.finance.gsa.gov</a> - or - a properly executed original invoice shall be forwarded to:   <div style="margin-left: 40px;"> General Services Administration  Greater Southwest Region (7BCP)  P.O. Box 17181  Fort Worth, TX 76102-0181 </div> </div> <div style="text-align: center; margin-top: 20px;"> This SLA contains 4 pages. </div> <p>All other terms and conditions of the lease shall remain in force and effect.</p> <p>IN WITNESS WHEREOF, the parties subscribed their names as of the above date.</p>		
LESSOR: <b>Roanoke Higher Education Authority</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> BY <u></u>  (Signature)  IN THE PRESENCE OF  <u></u>  (Signature) </div> <div style="width: 45%;"> <u>EXECUTIVE DIRECTOR</u>  (Title)   <u>108 N. Jefferson St. Roanoke, VA</u>  (Address) </div> </div>		
UNITED STATES OF AMERICA GSA, Public Building Services, Philatlantic Realty Services  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> BY <u></u>  (Signature) </div> <div style="width: 45%;"> <u>Contracting Officer</u>  (Official Title) </div> </div>		

**B. Invoicing for lump-sum payment:**

Upon completion of the work, the Lessor shall notify the contracting officer to arrange for an inspection. After inspection and acceptance of the work by the Government, a properly executed invoice shall be submitted at:

<http://www.finance.gsa.gov>

- OR -

a properly executed original invoice shall be forwarded to:

General Services Administration  
Greater Southwest Region (7BCP)  
P.O. Box 17181  
Fort Worth, TX 76102-0181

If invoicing either electronically or by mail, a copy of the invoice must also be mailed to the Contracting Officer at:

GSA, Public Buildings Service  
Real Estate Acquisition Division  
20 North Eighth Street, 8<sup>th</sup> Floor  
Philadelphia, PA 19107-3191  
Attn: Steve McCombs

For an invoice to be considered proper, it must:

- ◆ Be received after the execution of this SLA,
- ◆ Reference the Pegasys Document Number (PDN) specified on this form,
- ◆ Include a unique, vendor-supplied, invoice number,
- ◆ Indicate the exact payment amount requested, and
- ◆ Specify the payee's name and address. The payee's name and address must EXACTLY match the Legal Business Name or DBA associated with it in Central Contractor Registration (CCR) for the DUNS included above.

Payment will be due within thirty (30) days after GSA's designated billing office receives a properly executed invoice or acceptance of the work by the Government, whichever is later.