Procedures for Creating and Terminating a Binding Pledge
Required as a Financial Security by the Green Building Act

A property owner desiring to satisfy the financial security required for a construction project by the Green Building Act of 2006, effective March 8, 2007 (D.C. Law 16-234; D.C. Official Code §6-1451.05, as amended, together with any implementing regulations, the “Green Building Act”) by executing and recording a Binding Pledge per Section 6(b) of the Green Building Act shall follow the following procedure to create and to terminate a Binding Pledge.

Process for creating a Binding Pledge:

1) Applicant
   b. Submits a completed template, with all required exhibits, to DCRA via email at DCRACS@dc.gov with “Binding Pledge” and project address in the subject field. This shall include a red-line version showing any changes.
2) Binding Pledge is reviewed for Technical and Legal Sufficiency
   a. DCRA will perform Technical Sufficiency and electronically send directly to OAG for legal sufficiency review
   b. Any questions should be addressed to OAG Contact and DCRA Contact noted below
3) Applicant makes final adjustments, signs/executes the pledge, and submits to DCRACS@dc.gov
4) Technical and Legal Sufficiency electronically execute the pledge.
5) Applicant
   a. Records Binding Pledge on the Land Records at the Recorder of Deeds
   b. Obtains a certified copy of the recorded Binding Pledge from the Recorder of Deeds
   c. Submits the certified copy of the recorded Binding Pledge to DCRA
Process for Terminating a Binding Pledge:

1) Owner/ Applicant
   b. Completes termination template, with all required exhibits including the Certificate of Completion with the LEED Certification Review Report attached.
   c. Submits documents to DCRA via email at DCRACS@dc.gov with “Binding Pledge Termination” in the subject field. This shall include a red-line version showing any changes.

2) Termination is reviewed for Technical and Legal Sufficiency
   a. DCRA will perform Technical Sufficiency and electronically send directly to OAG for legal sufficiency review
   b. Any questions should be addressed to OAG Contact and DCRA Contact noted below

3) Applicant makes final adjustments, signs/executes the pledge, and submits to DCRACS@dc.gov

4) Technical and Legal Sufficiency electronically execute the Termination and send to DCRA Director for wet signature

5) If applicant is Lessee, Termination is sent to Office of the Deputy Mayor for Planning and Economic Development (DMPED) for signature.

6) Owner/ Applicant
   a. Records Termination on the Land Records at the Recorder of Deeds (upon request project team may pick up wet signature page from DCRA).
   b. Obtains a certified copy of the recorded Termination from the Recorder of Deeds
   c. Submits the certified copy of the recorded Termination to DCRA

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<thead>
<tr>
<th>OAG Contact:</th>
<th>DCRA Contact</th>
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<tbody>
<tr>
<td>Lawrence Wolk</td>
<td>DCRA Customer Service</td>
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<td>Assistant Attorney General</td>
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<td>D.C. Office of the Attorney General</td>
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<td>Washington, DC 20001</td>
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<td>Tel: (202) 724-5094/ Cell (202) 236-4654 / Fax: 741-0420</td>
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