

## AMENDMENT TO LEASE GENERAL INFORMATION

### 1. **Application for an Amendment to the Real Estate Lease**

FEC will begin the review process upon receipt of a completed Application for an Amendment to the Real Estate Lease on FEC's approved forms. We will accept an application package when submitted with the following: Current year application (completely and accurately filled out), plan/sketch if applicable (11"x17" in U.S. Survey Feet) and applicable fees. If the Amendment is not executed within ninety (90) days from the date of the original submittal, then a new application and fees must be submitted.

### 2. **Application Fee**

An Application Fee of \$1,000 must be submitted, payable to FEC ROW LLC, as part of the application package. This Application Fee is non-refundable.

### 3. **Engineering Review Fee**

An Engineering Review Fee of \$1,600 may apply if new improvements are proposed to be added on FECR property. This fee should be payable to Florida East Coast Railway, LLC, and is non-refundable.

### 4. **Rent**

If the Rent is going to be amended, new rent is payable in advance upon execution of the Amendment to the lease. Please send your payment with the executed Amendment including Sales Tax (if applicable).

### 5. **Removal of Improvements**

Upon termination of the lease, you must remove all improvements on the property. Rent will continue to be due and payable to FEC until the date FEC has provided you written notice that FEC has accepted the condition of the property.

The details above are a brief outline of some of FEC's requirements for entering into a lease of real estate within FECR's right-of-way.

Commonly, FEC is able to offer a draft of the Amendment in response to a complete and correct application package in approximately 6-8 calendar weeks.

FEC will not be able to provide or execute an Amendment if the account(s) is (are) not current with payments.

## AMENDMENT APPLICATION SUBMITTAL CHECKLIST

- Application Forms fully and accurately completed.
- Application Fee and Engineering Review Fee (if applicable) must be included in the application package.
- One drawing (11"x17" in U.S. Survey feet). The drawing must include:
  - Location of the lease area (leased and proposed to be leased, or reduced) clearly identified
  - Planned improvements if applicable (example: trash container, weight scale, drainage, landscape area, utilities, mobile office, etc.)
  - Railway right of way, property line, tracks and signal equipment
  - Existing handholes and utilities and any proposed new utilities clearly identified.
- An aerial view of the leased area.
- All wording on drawings must be legible.
- Updated Certificate of Insurance, complying with FEC requirements (see Insurance Requirements).

Application Fee payable to: **FEC ROW, LLC**

Engineering Review Fee payable to: **Florida East Coast Railway, LLC**

APPLICATION FOR AMENDMENT TO LAND LEASE

Date: \_\_\_\_\_

Tenant Information:

Tenant Name: \_\_\_\_\_  
Tenant Number: \_\_\_\_\_ File Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City, St, ZIP: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Contact Work Phone: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Updated Billing Information:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, St, ZIP: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Contact Work Phone: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Terms desired to amend: (select the ones that apply)

- Size: Specify dimensions (ex. 25'x30') \_\_\_\_\_
- Location: Specify new location \_\_\_\_\_
- Rent: Specify billing frequency (ex. Annual, monthly) \_\_\_\_\_
- New Improvements: Specify improvements \_\_\_\_\_
- Purpose of lease: Specify purpose: (ex. parking) \_\_\_\_\_

Provide a sketch / plan with dimensions of the new land lease area if amended, including any new improvements you intend to make on the property. (Note: The area to be amended must be 25' away from the Florida East Coast Railway LLC railroad tracks) An example of the sample plan is provided at the end of the Application Package.

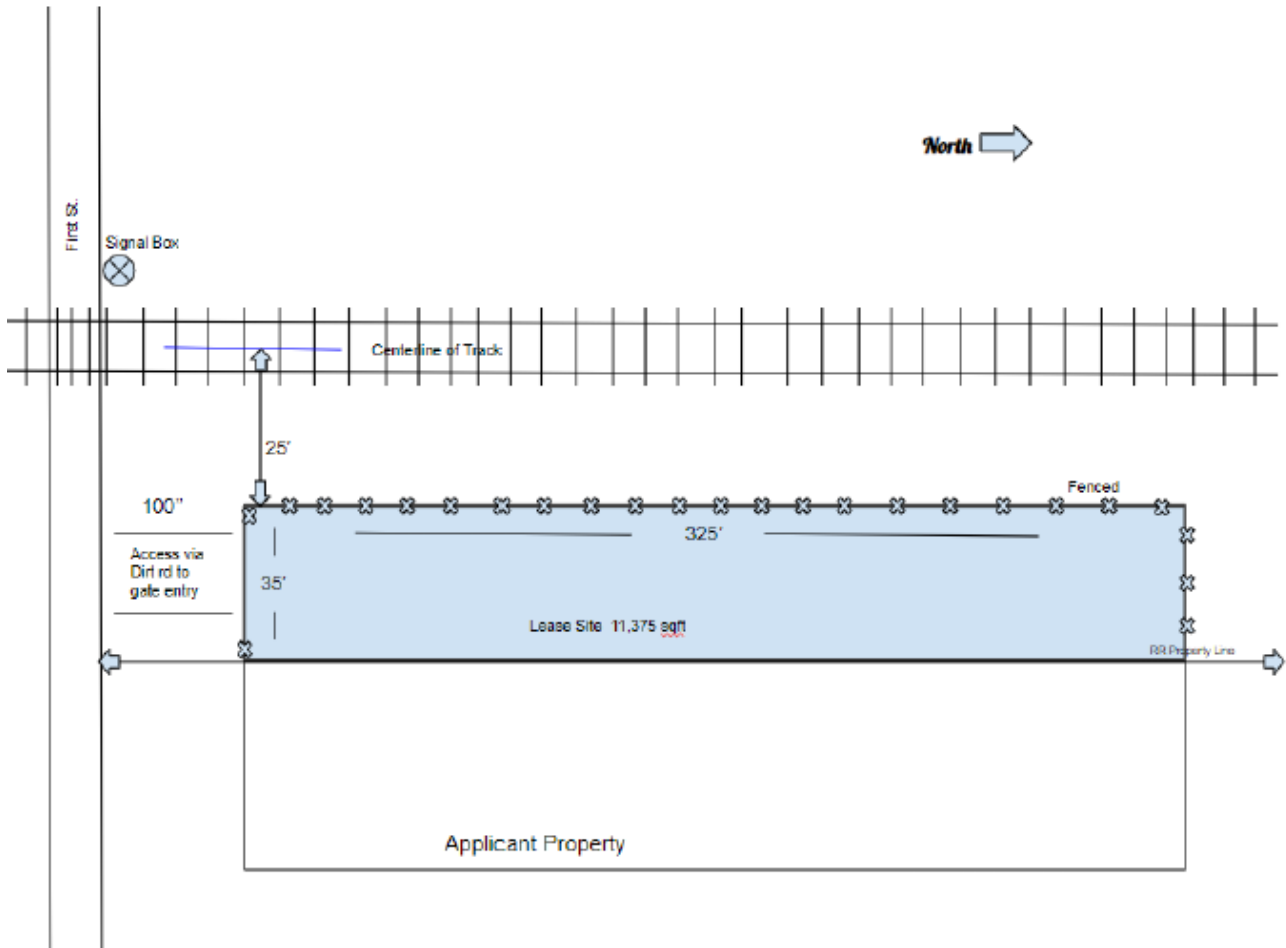
Name and title of person that will be executing the Amendment to the Lease:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Submit the Amendment application and non-refundable applicable fee(s) to:

FEC ROW, LLC  
Attn: Land Lease Manager  
7150 Philips Highway  
Jacksonville, FL 32256

EXAMPLE OF A PLAN/SKETCH



Sketch/plan must provide or identify the following:

- City and County
- Closest cross street/intersection
- FEC Right-of-Way or property line
- Railway gate arms and signal equipment
- Any utilities, handholes
- Landmarks and/or business address
- Improvements: identify any existing or new improvements to be added such as storage building, concrete, signage, plants, fence, etc.
- Identify which improvements are existing and which ones will be new.

## PAYMENT INSTRUCTIONS

### APPLICATION FEE (non-refundable)

- Amount: \$1,000.00
- Payable to FEC ROW, LLC.
- No additional application fees are required if there are no new improvements added to the lease area.

### ENGINEERING REVIEW FEE (non-refundable)

- Amount: \$1,600.00
- Payable to Florida East Coast Railway, LLC.
- Paid in addition to Application Fee if there will be ANY NEW improvements made to land lease area not included in the original agreement or previous amendments to the Land Lease, example: asphalt, cement, block wall, trees, etc. Please note: if plans submitted in “phases” requiring additional review by Engineers, additional \$1,600 Engineering Review Fee(s) will be required.

### PAYMENT OPTIONS:

If by US Mail: (FEC receives fund within 5-10 business days, except overnight)

FEC ROW, LLC  
Attn: Land Lease Manager  
7150 Philips Highway,  
Jacksonville, FL 32256

If by ACH: (FEC receives fund within 1-2 business days)

Name on Bank Account: FEC ROW, LLC  
ABA Number: 111000012  
FEC Bank Account Number: 004451236762  
REF: FEC ROW/ COMPANY NAME

If by FED Wire Transfer Credit: (FEC receives funds instantly)

Name on Bank Account: FEC ROW, LLC  
ABA Number: 026009593  
FEC Bank Account Number: 004451236762  
SWIFT CODE: BOFAUS3N  
REF: FEC ROW/ COMPANY NAME