



Document Expedite Program

Financial Lease Administration (FLA) team at Starbucks processes thousands of Estoppel Certificate and Subordination, Non-disturbance and Attornment Agreement (SNDA) requests each year. In an effort to provide an additional layer of support and service to our valued Landlords, Starbucks has implemented a fee-based expediting program for Landlords who require the following:

- **Forms returned within 5 business days** (from receipt of payment)
- Require additional forms
- Additional customer support

We will expedite documents within **5 business days** of receipt of the following item:

1. Overnighted check payable to:
Starbucks Corporation
Attn: Financial Lease Admin. MS-RE3
RE: Starbucks Coffee Company Store # _____
2401 Utah Avenue South, Suite 800
Seattle, WA 98134
2. If selling:
Escrow Officer's contact info including name, address and phone #. (SNDA's will be mailed to your Escrow Officer to distribute after the sale is finalized)

FORMS:

Starbucks prefers to use its own forms. If modifications are requested, or if Landlords elect to use their own forms, the 5 business day guarantee will start only after both parties agree to any revisions made.

FEES:

\$4,000.00 per requested document (if you need both an Estoppel and SNDA the request counts as two requests- \$4,000.00 for Estoppel and \$4,000.00 for SNDA or \$8,000.00 total.)

\$4,000.00 fee is applied to additional document requests made that are above the allocated amount per the Lease.

For faster service, we encourage Landlords to mail payment and notify The Estoppel & SNDA Team with the details of the requirement and tracking #.

Periodic Program Suspension: The Document Expedite service is suspended prior to the end of each calendar year and may be suspended periodically if the volume of incoming requests increases significantly. During these times, please allow for the full processing time stated within the Lease.

For more information regarding an expedited request or general information regarding your estoppel or SNDA, please reach out to the estoppel/SNDA mailbox at EstoppelSNDA@starbucks.com.