

ESSEX PORTFOLIO L.P. 401(K) PLAN

BONUS DEFERRAL AGREEMENT

Associate Information

Associate's Name:

Associate's ID#: _____

Associate's Phone#: _____

1. Plan provisions

You have the option of deferring all or part of your bonus into your 401(k) account. The deferral will be done on a pre-tax or post-tax (Roth) basis based on your election and subject to Internal Revenue Service (IRS) limits. You can contribute from 1-75% of your compensation on a pre-tax or post-tax basis. If you reach age 50 and older you are permitted to contribute 1-100% of your compensation. Your election to defer all or part of your bonus must be made no later than 10 days prior to the date the bonus is otherwise declared or payable. A new form must be submitted for **each** bonus payment.

2. Deferral election

I hereby authorize Essex to withhold from my bonus the following amount:

a. Pre-Tax 401(k) deferrals

_____% Or \$_____

Zero. I hereby elect not to defer any of my bonus compensation.

b. Roth 401(k) deferrals (after-tax)

_____% Or \$_____

Zero. I hereby elect not to defer any of my bonus compensation.

3. Duty to review pay records. I understand I have a duty to review my pay records (pay stub, direct deposit receipt, etc.) to confirm the Essex has properly implemented my bonus deferral election. Furthermore, I have a duty to inform Essex if I discover any discrepancy between my pay records and this bonus deferral agreement.

4. Acknowledgement/Authorization

By signing this agreement, I authorize of the above bonus deferral election.

Associate's Signature

Date

FOR PLAN ADMINISTRATOR USE ONLY

Date Received: _____ Date Entered: _____ For Bonus Pay period: _____

Plan Administrator's Signature: _____

Please return your completed via Service Now to the Total Rewards/Benefits department. This form will be maintained by your Plan Administrator.