

**SUMMARY INSTRUCTIONS
SUBMITTING REDEMPTION REQUESTS FOR QUALIFYING DD&I
UNDER GRT’S SECOND AMENDED AND RESTATED SRP**

As disclosed in Form 8-K Current Report filed on August 5th, 2022, Griffin Realty Trust, Inc. (“GRT”) amended and restated its Share Redemption Program (“SRP”) and reinstated the program. Redemptions under this amended and restated program will be limited to requests in connection with a stockholder’s death, qualifying disability, or determination of incapacitation or incompetence. The following instructions are provided to assist in the preparation of redemption requests, and are qualified in their entirety by the information contained in the above-referenced Form 8-K. Please note that due to the recent change in GRT’s Net Asset Value (“NAV”), updated as of June 30, 2022, all existing requests for redemption are no longer valid. New redemption request forms must be submitted.

Reason For Redemption	Stockholder Death
Qualifying Criteria	Death of holder of the Company’s shares of any class of common stock
Required Forms & Documents	<ol style="list-style-type: none"> 1. GRT Transfer and Assignment of Shares Form (GRT-IU134316-0222) 2. GRT Redemption Form (GRT-IU134318-0222) 3. Copy of certified death certificate 4. Supporting documentation if account is registered as a trust, qualified plan, corporation, partnership, or power of attorney
Obtaining Forms	<p>GRT Transfer and Assignment of Shares and GRT Redemption Forms can be downloaded from GRT’s website; link: https://grtreit.com/investors/investor-forms/</p> <p>You may also call GRT Customer Support at (800) 679-2112</p> <p>Or send a request to investorrelations@grtreit.com. You will receive a reply within two business days.</p>
Required Signatures	Medallion Signature Guarantees (“MSG”) are required on all GRT forms. Custodial accounts require an MSG or approval from the Custodian. Please make your Custodian aware of deadlines for paperwork to be submitted.
Mailing Instructions	<p>All forms must be sent by mail (overnight or regular); documents sent via email, fax or any method other than hard copy will not be accepted.</p> <p>Overnight Address: Griffin Realty Trust, Inc. 430 W. 7th Street, Suite 219014</p>

	<p>Kansas City, MO 64105-1407</p> <p><u>Regular Mail:</u> Griffin Realty Trust, Inc. PO Box 219014 Kansas City, MO 64121-9014</p> <p>Sending forms to any other address will result in a processing delay and could possibly result in missing the redemption deadline for that quarter.</p>
Paperwork Deadline	Paperwork must be received and in-good-order by the applicable deadline; for the 4th quarter of 2022 that deadline is 3pm Central Time December 22, 2022. Paperwork received after the date indicated above will be processed for the following quarter.

Reason For Redemption	Qualifying Stockholder Disability Determination
Qualifying Criteria	<p>Stockholder must receive a determination of disability based upon a physical or mental condition or impairment arising <u>after</u> the date the stockholder acquired the shares to be redeemed.</p> <p>Determination of disability <u>must</u> be made by the Social Security Administration, the U.S. Office of Personnel Management, or the Veteran’s Benefit Administration.</p> <p>Non-Qualifying Disabilities: Disabilities occurring after the legal retirement age; Temporary disabilities; Disabilities that do not render a worker incapable of performing substantial gainful activity.</p>
Required Forms & Documents	<ol style="list-style-type: none"> 1. GRT Redemption Form (GRT-IU134318 - 0222) 2. Stockholder’s initial application for disability benefits 3. Social Security Administration Notice of Award, a U.S. Office of Personnel Management determination of disability or a Veteran’s Benefits disability-related discharge
Obtaining Forms	<p>GRT Redemption Form can be downloaded from GRT’s website; link: https://grtreit.com/investors/investor-forms/</p> <p>You may also call GRT Customer Support at (800) 679-2112</p> <p>Or send a request to investorrelations@grtreit.com. You will receive a reply within two business days.</p>
Required Signatures	Medallion Signature Guarantees (“MSG”) are required on all GRT forms. Custodial accounts require an MSG or approval from the Custodian. Please make your Custodian aware of deadlines for paperwork to be submitted.

Mailing Instructions	Same as above under Stockholder Death
Paperwork Deadline	Same as above under Stockholder Death

Reason For Redemption	Qualifying Stockholder Determination of Incapacitation or Incompetence
Qualifying Criteria	<p>A state or federal court in the United States must declare, determine, or find the stockholder to be (a) mentally incompetent to enter into a contract, to prepare a will or to make medical decisions OR (b) mentally incapacitated.</p> <p>In both cases listed above the determination must be made after the date the stockholder acquired the shares to be redeemed.</p> <p>Non-Qualifying for Incompetence: Determination of Incompetence or incapacitation issued by any person or entity other than a state or federal court in the United States will NOT be accepted.</p>
Required Forms & Documents	<ol style="list-style-type: none"> 1. GRT Redemption Form (GRT-IU134318 - 0222) 2. Court order, determination or certificate of the court declaring the stockholder incompetent or incapacitated.
Obtaining Forms	<p>GRT Redemption Form can be downloaded from GRT's website; link: https://grtreit.com/investors/investor-forms/</p> <p>You may also call GRT Customer Support at (800) 679-2112</p> <p>Or send a request to investorrelations@grtreit.com. You will receive a reply within two business days.</p>
Required Signatures	Medallion Signature Guarantees ("MSG") are required on all GRT forms. Custodial accounts require an MSG or approval from the Custodian. Please make your Custodian aware of deadlines for paperwork to be submitted
Mailing Instructions	Same as above under Stockholder Death
Paperwork Deadline	Same as above under Stockholder Death

A. Redemption Price:

Shares will be redeemed at the most recent published estimated NAV per share of the applicable share class of common stock.

To find this price for your share class, visit www.grtreit.com and click on the "Investor" button in upper right-hand corner of the page. In the Investors section, under shareholder communications look for the [June 30, 2022 updated NAV by share class] link.

B. Full or Partial Redemption:

Redemption requests in good order will be fulfilled up to the limit established by the GRT Board; prior to the redemption date (12/22/22 for 4Q 2022) it is not possible to know if all redemption requests will be accommodated. If redemption requests exceed the limit, requests will be fulfilled pro rata.

If a pro rata redemption would result in a stockholder owning less than \$2,500 of shares, the Company may redeem all such stockholder's shares to the extent there are funds available.

C. Timing:

The redemption date will be the last business day of the quarter *(for the 4th quarter of 2022 that deadline is 3pm Central Time December 22, 2022)*. Settlements of redemptions will be made within the first three business days following the redemption date.

Proceeds from the redemption should generally be received within ten business days. The delivery time can vary based on whether the funds are wired, or a check is mailed. If the funds are received by another financial institution that institution's processing time may impact how soon funds are available to an investor.

D. Questions & Investor Support:

For Forms related to share redemption requests, visit the GRT website at <https://grtreit.com/investors/investor-forms/>.

For questions about how to complete paperwork or to obtain the status of a request that has already been submitted, call the GRT Investor Services Team at DST at (800) 679-2112.

For questions that are not addressed on the website or cannot be answered by GRT's Investor Services Team at DST you may email investorrelations@grtreit.com.