



REAL ESTATE

Charles H. Greenthal Management

488 Madison Avenue • New York, NY 10022

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April 4, 1991

TO ALL UNIT OWNERS / TENANTS
44 WEST 62ND STREET
NEW YORK, NEW YORK 1023

Re: Move In Move Out Procedures

Dear Shareholder/Tenants:

A move (in or out) causes your building to incur certain unusual expenses including the use of extra personnel to control security.

To help to defray these costs, your Board of Directors, at their April 2nd, 1991 Meeting, voted to establish a fee structure as follows:

- 1) Studio Apartment - \$150.00
- 2) One Bedroom Apartment - \$200.00
- 3) Two Bedroom Apartment - \$250.00

Any combined apartment will be charged the aggregate of the combined apartments.

To avoid inconvenience to tenants in the lobby and to remove the risk of internal damage, all such moves are to be through the service entrance located off Columbus Avenue.

Your Superintendent should be contacted at least five (5) days in advance of a move so as to make the proper arrangements.

Thank you for your help and cooperation.

Very truly yours,

Charles H. Greenthal Management

A handwritten signature in black ink that reads "Tom Yee". The signature is written in a cursive style with a large, sweeping "T" and "Y".

Tom Yee
Management Supervisor

TY:rmp

MEMBERS OF THE WEST GROUP OF COMPANIES

The Charles H. Greenthal Group Inc. • Charles H. Greenthal Management Corp. • Charles H. Greenthal Commercial Corp.
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