

**CITY OF NEW YORK
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES**

INTRA-DEPARTMENTAL

MEMORANDUM

BY HAND

March 26, 1998

TO: Richard Ramos
Executive Director of Space Design

FROM: Jeff Kondrat
Assistant Commissioner 

Re: 7 World Trade Center
Block 84, Lot 36
Borough of Manhattan
Mayor's Office of Emergency Management

Enclosed please find an executed copy of the Lease Agreement between 7 WORLD TRADE COMPANY L.P. and the City of New York, covering space at the captioned premises, for use by the Mayor's Office of Emergency Management.

The Agreement was executed by Deputy Commissioner Lori Fierstein on March 25, 1998 and hand delivered to Landlord on March 26, 1998.

Please inform me when Substantial Completion occurs so we can register the lease with the Comptroller to make rental payments.

Enclosures

c: Lori Fierstien
Philip Damashek
Jason Cutler/Law Dept.
Central File #Mayor-1-84-36-2841