



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES**

BUREAU OF LEASING AND SPACE DESIGN
MUNICIPAL BUILDING, 20th Floor - Room 2000N
NEW YORK, N.Y. 10007
(212) 669-2620

WILLIAM J. DIAMOND
Commissioner

LORI FIERSTEIN
Deputy Commissioner

JEFFREY R. KONDRAT
Assistant Commissioner

BY HAND

March 25, 1998

MEMORANDUM

TO: Lori Fierstein
Deputy Commissioner

FROM: Jeff Kondrat 
Assistant Commissioner

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

Enclosed for signature are six (6) copies of the Lease Agreement for the captioned space to be used by the Mayor's Office of Emergency Management. Each copy of the Agreements should be signed where indicated.

The Lease Agreement may be entered into pursuant to an authorization by the Mayor of the City of New York, a copy of which has been attached therein.

Please contact me when the Agreements are signed and we will arrange for return of the documents and their distribution.

Thank you.

Enclosures

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