



**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

October 30, 1998

TO: Mr. John Pontacolone
Director - Audits and Accounts

FROM: Jeff Kondrat
Assistant Commissioner 

RE: Lease # 7471
7 World Trade Center
Block 84, Lot 36
Borough of Manhattan
Mayor's Office of Emergency Management

Enclosed please find a copy of the fully executed Lease Agreement between 7 WORLD TRADE COMPANY and the City of New York, covering space at the captioned premises, for use by the Mayor's Office of Emergency Management. The Lease Agreement was executed on March 25, 1998. The lease provides for rent to commence January 1, 1999, subject to the landlord's completion of the work pursuant to the terms of Article 6. If there are delays in the landlord's construction which result in a rent credit, Richard Ramos or I will inform you. Otherwise, you can assume rent, as stated in the lease, commences January 1, 1999.

Please forward a completed Advice of Award of Contract, Lease Registration Form and Explanation of Funds Letter within two (2) weeks to the attention of Carmen Carter, Lease Registration Coordinator, in the Division of Real Estate Services, One Centre Street, 20th Floor North. Upon receipt of the documents, they will be sent together with a fully executed original copy of the Lease Agreement to the Comptroller's Office.

Inquiries regarding receipt and delivery of the Advice package may be referred to Carmen Carter at (212) 669-8780. All other questions regarding the lease can be directed to me. Thank you.

Enclosures

c: Lori Fierstien
Richard Freidman
Richard Ramos
Emma Jordan (w/encl.) ✓
Carmen Carter
Mark Steiner
Central File #Mayor-1-84-36-2841