

Dated: June 20, 2013  
To: All Tenants of The Treeline Companies  
From: TL Asset Management Corp.  
Re: Contact Information

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In our effort to improve Landlord/Tenant relations and communication, we ask that you designate two (2) people in your office as your property management point of contact and one (1) person as your accounts payable point of contact. These individuals should be the only ones placing calls with our office and the ones whom we would contact with an update should there be a need for same.

Please supply us with the following information:

NAME OF TENANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

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**PROPERTY MANAGEMENT CONTACTS:**

1) FIRST CONTACT'S NAME AND TITLE _____
ADDRESS (If different from above) _____
DIRECT TELEPHONE NO.: _____ FAX NO.: _____
EMAIL ADDRESS _____
2) SECOND CONTACT'S NAME AND TITLE _____
ADDRESS (If different from above) _____
DIRECT TELEPHONE NO. _____ FAX NO.: _____
EMAIL ADDRESS _____

**ACCOUNTS PAYABLE CONTACT:**

ACCOUNTING CONTACT'S NAME AND TITLE _____
ADDRESS (If different from above): _____
DIRECT TELEPHONE NO.: _____ FAX NO.: _____
EMAIL ADDRESS _____

**Please return fully completed memo by July 1<sup>st</sup>, 2013 to our fax (516) 837-8500.**