

**Knickerbocker Village, Inc.**  
Administrative and Rental Office  
10 Monroe Street, New York, NY 10002  
Telephone: (212) 227-0955  
Fax: (212) 766-9087  
www.knickvill.com

January 11, 2005

Dear Tenant:

In order to provide you with our best quality of service we need to update our contact information for your apartment. Please take a few moments to fill out the requested information below and mail it back in the enclosed envelope or bring it directly to our office. For those of you who have internet access, you can find this form on our website "www.knickvill.com" and submit it online. All the information you enter will be secure and encrypted.

Your assistance in providing us this information is very much appreciated. Should you have any questions regarding the above, please contact our Assistant Manager, Steve Stanley.

Sincerely,

Vincent D. Callagy  
Manager

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**Name:** \_\_\_\_\_  
**Apartment #:** \_\_\_\_\_  
**Home Tel. #** \_\_\_\_\_  
**Work (or Daytime) Tel. #:** \_\_\_\_\_  
**Cellular #:** \_\_\_\_\_  
**Pager #:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Name to Contact**  
**in Case of Emergency:** \_\_\_\_\_  
**Tel. # to Contact**  
**in Case of Emergency:** \_\_\_\_\_