

## 229 East 28th St Owners Corp Intercom System Upgrade

Dear Shareholders & Residents,

As part of the lobby renovation project, we will be making changes to the building entrance doors and the intercom system in early 2020.

**Please complete the following information by the Friday, January 10, 2020.**

In order to improve security, distribution of two (2) keys and two (2) fobs per apartment unit along with invitations to install the phone application will be limited to shareholders of record and authorized subtenants. Additional access requests will be subject to review. You must provide a valid reason for additional keys and fobs. Shareholders and Residents may be asked to provide photo identification and will need to sign a receipt for any keys and fobs provided.

Name	Apt #	E-mail Address	Phone Number

**If you need additional keys, please indicate number \_\_\_\_\_.**

(Please note: Keys subject to owner and management approval. There is a \$25 charge per additional key)

**If you need additional fob keys, please indicate number \_\_\_\_\_.**

(Please note: Keys subject to owner and management approval. There is a \$50 charge per additional fob)

Please indicate if you have circumstances will require the video intercom installation on a priority basis.  Yes  No

Please send your responses via email to the managing agent [OPadial@JordanCooper.com](mailto:OPadial@JordanCooper.com)  
**and complete the survey information by the Friday, January 10, 2020.**

**We will provide further communications on the upgrade in the coming weeks.**