

C O L I S E U M  
T E N A N T S   C O R P .

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TELEPHONE 212-581-4180 FAX: 212-581-4188



Coliseum Park Apartments •

March 1, 1999

Coliseum Park Apartments Residents  
30 West 60<sup>th</sup> Street  
345 West 58<sup>th</sup> Street  
New York, NY 10019

Dear Resident:

As part of its continuing effort to maintain building security, the Board of Directors of Coliseum Tenants Corp. has established the following procedures for permitting visitors to enter either building:

**All visitors must have permission to enter the building. Permission may be verbal or in writing.**

**Verbal Permission.** The doormen have been instructed to announce all visitors and to receive permission from the resident they are visiting before allowing visitors to enter the building.

**Written Permission.** Residents may leave written permission with the doormen for regular or expected visitors to enter the building while they are absent as follows:

- **Permanent File for Regular Visitors** (housekeepers, babysitters, friends and relatives, etc.) We are establishing a permanent file at each doorman station with the names of all visitors with standing permission to enter the building. If you have any regular visitors, please list them on the enclosed blue or yellow card and return it to your doorman before March 15, 1999. You may update this list from time to time as your household arrangements change – just stop by the doorman's desk to make the change.
- **Permission to Enter for Temporary Visitors** (house guests, contractors, etc.) Your doorman now has a supply of Permission to Enter forms. A sample is reproduced at the end of this letter. If you will be away when an expected temporary visitor arrives, please stop by the doorman's desk to complete a Permission to Enter form.

Starting March 15, 1999, the doormen will be instructed to deny entry to any visitors for whom verbal or written permission has not been obtained. Please cooperate with the doormen as they enforce these new security procedures.

Very truly yours,

Board of Directors