

ANSONIA ASSOCIATES

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TO : ALL UNIT OWNERS AND BROKERS

FROM : ANSONIA CONDOMIUM MANAGEMENT OFFICE

RE : OPEN HOUSE PROCEDURES

NEW PROCEDURES FOR SCHEDULING AN OPEN HOUSE

- 1. Owner or Agent must inform the MANAGEMENT OFFICE, in writing, of the time and date of the Open House, at least 48 hours in advance. (INFORMING THE SECURITY, MAIL DESK OR SALES OFFICE, IS NOT ACCEPTABLE.)**
- 2. Owner or Agent must receive approval from the Management Office, *prior to the Open House*, to go forward. Without Management Office approval, the Open House may not be scheduled.**
- 3. Staffing for the Open House must be such to accommodate: Guests must sign in at the Security desk. The front desk will then call upstairs to the apartment; an owners' representative must come downstairs to escort the individual to the apartment. The guest will not be allowed to proceed up to the apartment without being accompanied. As such guest leaves, he or she must also be escorted down the elevator to the exit of the building.**

PLEASE UNDERSTAND THERE ARE NO EXCEPTIONS TO THIS PROCEDURE. ANY QUESTIONS OR CLARIFICATIONS SHOULD BE BROUGHT TO THE MANAGEMENT OFFICE IN ADVANCE.

Thank you for your cooperation.

