

From: "Cecille Matela"

To: "Mark Tollison" <[REDACTED]>

Cc: "[REDACTED]", "[REDACTED]", "A Barrett" <[REDACTED]>, "Anthony Barrett" <[REDACTED]>, "Richard Kahn" <[REDACTED]>, "Andrew Losso" <[REDACTED]>

Subject: new tenant (mark tollison) move-in for apt#10B at [REDACTED]

Date: Tue, 10 Sep 2013 16:24:36 +0000

Attachments: moving_form_BLANK_20110524.pdf

hi rmark!

attached is a blank moving form. landlord is [REDACTED] OWNERS CORP. kindly complete the form and return it to our office.

a certificate of insurance and proof of workers comp is required from your movers. instead of faxing, they can just e-mail us the form and mail the original to our office.

also, please schedule your move with andrew losso, the building superintendent, andrew can be reached at [REDACTED] or via e-mail at [REDACTED]

call/e-mail me if you have any questions.

have a good day!

- cecille ☺:~) happy

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[REDACTED]

web site: <https://www.facebook.com/ossaproperties>

From: Richard Kahn <[REDACTED]>

To: A Barrett <[REDACTED]>; Cecille Matela <[REDACTED]>

Cc: Mark Tollison <[REDACTED]>; [REDACTED]; [REDACTED]

Sent: Tuesday, September 10, 2013 12:11 PM

Subject: re: Apt 10B

Mark Tollison, a new hire of JEE, will be moving into apt 10B on thursday sep 12th and his belongings will follow on friday sep 13th via a moving company

Mark needed some direction regarding service elevator and where moving truck should set up to move items in and if an insurance certificate is required from moving company

Can you please provide Mark with these details

If easier to do via phone his contact number is [REDACTED]

Thank you

Richard Kahn
HBRK Associates Inc.

[REDACTED]

EFTA00383799

fax [redacted]
cell [redacted]