

TO: ALL RESIDENTS @ 75 BANK STREET
FROM: ROSS EPSTEIN / DITMAS MANAGEMENT CORP.
RE: BUILDING SECURITY, APARTMENT BREAKIN
DATE: MARCH 6, 2008

In the interest of security, please check that your window locks are working — and use them. Keeping windows closed and locked helps contribute to heating the building efficiently in the winter — and a locked window is the first line of defense against burglary, especially for those of you with windows on the fire escapes in the rear and side of the building.

Please help keep the building safe!

- Don't let strangers into the building and make sure the front door closes securely behind you.
- Place a repair order with the doorman if your window locks are not working properly.
- Keep your windows and doors securely locked, especially those windows over a fire escape.
- Call 911 if you see or hear something suspicious.

Don't hesitate to let us know if we can help in any way.