



250 WEST 57TH STREET

www.fiskbuilding.com

TEL: 212 246 2247  
FAX: 212 765 5393

THE FISK BUILDING  
NEW YORK, NY 10107



Dear Tenant

To request additional listings on the lobby and/or floor board directory, please complete This form and have it signed by an authorized officer of your firm.

Your request will be received by management to determine whether it will be granted or denied.

1. Tenant's name (as it appears on the lease)
2. Name(s) requested to be added to building directory
3. Describe the relationship between the Tenant and the person or entities named in item 2
4. Are any of the persons or entities named in Item 2 either a subtenant or an assignee of the tenant? Yes \_\_\_\_\_ No \_\_\_\_\_

**AUTHORIZATION AND AKNOWLEDGEMENT**

I am authorized to sign this request form on behalf of the Tenant. I understand that the Landlord's approval of this request will not result in its waiver of any rights under the lease or under any applicable law, nor will the landlord's approval of this request constitute its acceptance of any person or entity listed in item (2) as a subtenant or assignee of any part of or all of the leased premises.

Tenant \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_



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DIRECTORY LISTING ORDER FORM

PLEASE FURNISH AND INSTALL THE FOLLOWING NAMES ON THE  
DIRECTORY BOARD IN THE "LOBBY"

SUITE #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~PLEASE FURNISH AND INSTALL THE FOLLOWING NAMES ON THE  
DIRECDTORY BOARD ON THE "FLOOR"~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

PLEASE TYPE NAMES EXACTLY THE WAY YOU WISH TO HAVE THEM APPEAR  
ON THE DIRECTORY BOARD.

EXAMPLE...LAST NAME, FIRST NAME OR COMPANY NAME & SUITE NUMBER  
**\$25.00 PER LISTING**

PLEASE CHECK PAYMENT OPTION

CHECK

BILL TO RENT STATEMENT

SUBTENANTS CANNOT CHARGE TO RENT BILL.

PLEASE MAKE CHECK PAYABLE TO: FISK BUILDING ASSOCIATION, LLC

NOTE; 32 CHARACTERS PER DIRECTORY LISTING INCLUDING THE SUITE NUMBER.

SIGNATURE \_\_\_\_\_

