



MARC JAHR  
Acting Commissioner  
VIVIAN LOUIE  
Assistant Commissioner

Office of Housing Operations  
Management and Disposition  
Division of Property  
Management  
100 Gold Street  
New York, N.Y. 10038

February 12, 2009

Dear Occupant:

Please be advised that **223 Duffield Street, Brooklyn** was acquired by the City of New York on January 27, 2009, as part of the "Fifth Amended Brooklyn Center Urban Renewal Project, Phase 2". The New York City Department of Housing Preservation and Development (HPD) is responsible for the management of your dwelling from the date the City acquired the property. As an occupant of the property, you are now required to pay your monthly use and occupancy fee ("rent") to the Agency (HPD). Payment should be made by bank check, money order, or personal check made payable to NYC Commissioner of Finance and sent to the following address:

NYC Department of Housing Preservation and Development  
Accounting Unit  
100 Gold Street- Room # 6R  
New York, NY 10038

Should you have any questions or require additional information, please contact:

Shirley Williams, Deputy Director  
Urban Renewal/ Commercial Leasing Unit  
100 Gold Street, New York NY 6<sup>th</sup> Fl.  
Tel. (212) 863-7084

Sincerely,

Lesly Williams, Director  
Urban Renewal/ Property Management Services

Cc: File

