



MEMORANDUM

TO: 1620 BROADWAY RESIDENTS
FROM: BRETT W. SHOCKEY, CAM
SUBJECT: UNIT & COMMON STAIRWELL KEYS
DATE: 8/29/2006
CC: COMMUNITY MAILING LOT FILE

In order to simplify requests for additional and/or replacement of unit keys for owners and residents at the 1620 Broadway Condominium, Atlasta Lock has been set up as the preferred vendor for the building

Atlasta Lock contact information:
702 SE Grand Ave
Portland, OR 97214
Phone Number: 503.233.8761

Located at the Corner of SE Grand Ave & SE Alder St.

You will need to provide proof of residency before Atlasta Lock will provide you with an additional copy of your unit key. You will need to bring the following with you to their shop:

- 1) Copy of your unit key.
- 2) Official documentation showing residency at the building. For example, driver's license, utility bill, and/or closing documents.

If you did not receive a common stairwell key at closing or need to replace you existing common stairwell key you will need to bring the following with you to their shop:

- 1) Copy of your unit key or the common stairwell key.
- 2) Official documentation showing residency at the building. For example, driver's license, utility bill, and/or closing documents.

If you have any questions regarding this policy you may contact me at the office at 503.699.5427 ext. 3027 or by email at bshockey@kappesmiller.com