

**CONFIDENTIALITY OF TENANT/APPLICANT INFORMATION  
AND RECORDS**

**TO:** Our Tenants and Tenant Applicants

**FROM:** SULLIVAN PROPERTIES, LP  
Manhattan Skyline Mgmt. Corp.

**PRIVACY POLICY**

We take very seriously our legal and ethical responsibility to guard the confidentiality of personal information about our Tenants and Applicants. It is our policy not to disclose nonpublic personal information about our Tenants and Applicants to non-affiliated third parties except as permitted by law. This policy applies to all current and former Tenants and Applicants.

As is sometimes necessary in the course of the application process and during your tenancy in our building, we collect certain nonpublic information (such as your social security number, income and net worth) from various documents and forms that you may deliver to us, from conversations we have with you, and from other professionals handling matters for you. We will use this nonpublic information about you only in connection with your application and tenancy. We may disclose this information to our affiliates and to certain service providers (including but not limited to the bank in which we will deposit your security, accountants, auditors, attorneys, our investigators and collection agents) in connection with the administration and execution of lease into which we enter with you and your performance of your obligations under the lease. These service providers are required (by contract and in many cases by law) to maintain the confidentiality of this information and not to use it other than for such purposes.

Except as required by law, we do not otherwise disclose any personal information about you to other firms, individuals or organizations, without your express prior consent.

We retain records relating to the services we perform so that we are able to properly provide those services to you as our tenant. We restrict access to your nonpublic personal information except as provided above, and to our professional staff and employees who need to know such information. We maintain physical, electronic, and procedural safeguards that comply with federal standards to protect your nonpublic personal information.