

March 17, 2020

COVID – 19 Precautions

Dear Tenants,

{fac business name} is actively monitoring the situation regarding the spread of the Coronavirus (COVID-19) and are taking all necessary steps to assure you that your safety and the safety of all of our tenants and employees remain our top priority. Here are some of the measures we've taken in recent days to limit the potential spread of the virus:

- We are strongly encouraging everyone to make their payments either by phone, online {fac web page} or by signing up for automatic payment by calling into the office to make the appropriate arrangements.
- We have increased the frequency of our cleaning assignments to multiple times per day, particularly in our entry/exit keypads, door handles, restrooms and common areas.
- Our offices will remain open, but we are asking everyone to limit office visits during this time. If at all possible, please resolve any concerns via phone or email. Cash and check payments can be made at the facility, we just want to do our part in limiting exposure.

Safety is our highest concern and we will always put our tenants and employees first. If you have any additional concerns/comments, please reach out to the facility manager for assistance.

Sincerely,

{Fac Manager First} {Fac Manager Last}

Facility Manager