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March 19, 2020

Dear Tenant(s):

In response to COVID-19, our office is temporarily closed to the public. Please contact us by phone or email and we will get back to you as soon as possible.

Regarding April rent - please either mail in your payment or drop it through the slot in the door. At this time, we are not accepting cash. To pay your rent, you have a few options:

- Write a personal check from your checkbook
- If you do not have a checkbook, most banks have an online bill pay option. You set it up online and they mail us the check.
- Purchase a money order at most grocery stores or the post office.

For now, all non-essential work orders will be postponed, however, we will still send out repairmen for emergencies.

We will keep you updated when something changes. Thank you for your patience and understanding.

-Management  
LandMark Real Estate Services, Inc.