

# PARTNERSHIP

PROPERTY // MANAGEMENT

To all residents of Partnership Property Management

As you all know by now the COVID-19/Coronavirus is now classified as a Pandemic and has spread through many regions of the country. We have taken the following measures to help protect you and our employees:

- Site Offices are closed. Managers are available by appointment only.
- All indoor site amenities are closed except for laundry rooms.
- All community functions are suspended.
- Routine maintenance scheduled for March has been cancelled.
- All unit inspections have been suspended.
- Interior maintenance is available for emergency items only. Maintenance staff will be asking if anyone in the household is sick or has traveled recently before entering to complete emergency maintenance.
- Vendors who are visibly sick will not be allowed to enter an apartment to complete repairs.
- Offices and common touch points on site are being wiped down daily.
- Employees with temperatures over 100.4 degrees are being asked to stay home.
- Employees who have been in an airport or who have taken a commercial flight are being instructed to stay home for at least 3 days. If the employee in question feels bad or has a fever, they are being instructed to see a doctor before returning to work.
- General social distancing practices are being encouraged.

We ask for your patience during this uncertain time. We will do our best to ensure the community is maintained and your recertification requirements are met.

We ask your help during this time by asking everyone to do their part to show an abundance of caution to proactively prevent unnecessary exposure. Please respect the following guidelines:

1. If you have traveled outside the United States or to one of the "hot spots" in the U.S. in the past 30 days or if you have been in contact with anyone who has, please postpone your visit to the community office until you speak by phone to your Site Manager.
2. If you have symptoms of illness, fever, coughing sneezing, shortness of breath, etc. then please postpone your visit to the community office until you have spoken by phone to your Site Manager.
3. Please know that our staff will take a more assertive role in screening anyone that needs to come into the office, and maintenance will take a more assertive role when deciding if it is safe to enter an apartment. Please make an appointment before going to the office.
4. Please do not be offended if you see our staff being cautious by wearing a mask or gloves when in the office or around the property.
5. We ask that you pay your rent online if at all possible, using [PAYLEASE](#). Please call your Site Manager immediately if you will have difficulty paying your rent due to COVID-19 related issues.

Your safety, health and wellbeing are of utmost importance to us. Thank you for your cooperation and understanding. We are all in this together and we will all get through this together.

Respectfully,  
Rick Allen, CPM  
President / Partner



*"This institution is an equal opportunity provider and employer."*

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