



Paradise Agency, LLC

Property Development & Management

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RE: Paradise Agency response to the COVID-19 crisis

The safety of our tenants and our staff is and has always been our first priority. The novel coronavirus (COVID-19) has likely had an impact on all of us in some way, and we are monitoring this evolving situation closely. At this point we are taking the following steps to minimize the impact of COVID-19 on our tenants:

- Suspending routine site or apartment visits by our staff.
- Limiting apartment maintenance to emergent maintenance concerns. If we do need to enter your apartment to conduct a repair, we ask that you isolate yourself in another room as we work. Please continue to call in all of your routine maintenance concerns as you always have. We will identify what maintenance is emergent.
- Asking you to limit visits to our main office. Please consider conducting business with us over the phone or by mail. If you need to have a face to face meeting, we ask that you do so by appointment.
- Conducting regular cleaning of common spaces but are asking tenants to limit gatherings in those spaces.

We anticipate that we will be making additional adjustments in the coming days. Know that our decisions will be informed by guidance from federal and state authorities, and that we are prepared to make real-time decisions for the well-being of our tenants, staff, and community.

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