

SAMPLE LETTER TO OWNERS DUE TO CORONAVIRUS PANDEMIC

****This Letter can be sent to Owners for general information and reassurance about the management of their properties. Please feel free to revise as needed for your particular Owners.**

Date:

Property Address:

Dear Sir or Madam:

The Coronavirus (Covid-19) pandemic has impacted the daily lives of everyone. Many people now have reduced or no income, and employment uncertainty for the immediate future. Reactions from county, state, and federal governments are varied, and have created a difficult landscape for property owners to navigate.

We want to assure our owners that we are closely monitoring these changes and implementing procedures to minimize the economic risk to our owners. Tenants have already approached our office regarding lease terminations, payment plans, rent abatements and other concessions. We will bring any such requests regarding your property to your immediate attention for consideration.

It is important to remember that many Courts are not entering final judgments of eviction, and some Sheriff Departments are refusing to serve writs of possession. So while we can still file evictions and move them forward to avoid being further delayed once the Courts begin entering final judgments again, we cannot immediately regain possession of the property. Additionally, the federal government has limited the filing of evictions for certain properties with federal backed mortgages or subsidized rent. In short, the legal remedies available at this time are complex, but please let us know what questions you have and we will do our best to answer them.

In the meantime, rent will continue to be collected, notices posted as appropriate, and the property maintained as required. We will keep you updated on changes or recommendations during this difficult time.

If you have any questions, please do not hesitate to contact our office.

Sincerely yours,