

Dear Tenants,

In an effort to keep our tenants and our staff safe during the current COVID-19 outbreak, CMI is taking steps to minimize exposure by limiting unnecessary contact with the public.

Effective Monday, March 16th:

OFFICE ASSESSIBILITY

We have closed our office to walk-in traffic. We're happy to assist you via email and phone calls.

LEASING

CMI will no longer be doing in-person showings of any apartments for leasing. For tenants who need to sublet, please contact the Property Manager for more information. For obvious reason, the dynamics to show your apt has changed.

MAINTENANCE

Maintenance will only be dispatched for emergency issues such as no heat, damaging water leaks, lock outs and smoke detector devices. It's important that you report such repairs immediately! Please equip yourself with plungers and learn where the toilet water shut off valves are behind your toilet to prevent overflows and call CMI. If you need clarification of what constitutes an emergency, please contact the CMI office. *After business hours Emergency Maintenance will not change.*

PLEASE NOTE: Even if you have a non-emergency maintenance repair, we want to know so that we can record it for future repair.

RENT If you normally walk your check into our office, please take the time to set up your rent payment on-line or mail it, but please allow extra time for it to arrive on time. We have pre-addressed envelopes that can be delivered or mailed to you. Our on-line rent program is very user-friendly and we are available if you need assistance. If you pay via cash, please obtain a money order from your local, grocery store, post office or bank.

We are closely monitoring information given by the State and Federal Agencies. Their guidelines will determine when normal operations will resume. We welcome your input and are happy to address your concerns if possible.

We value your tenancy and thank you for understanding our efforts to keep everyone safe.

Sincerely,

The CMI Staff