

# We're Open to Serve You!

**Temporary Office Hours:**  
**Monday, Wednesday, Friday**  
**9:00 AM – 1:00 PM**

The health and safety of our team members and customers is important to us. In order to protect yourself and others, please keep the following things in mind and observe the guidelines below when visiting our office.

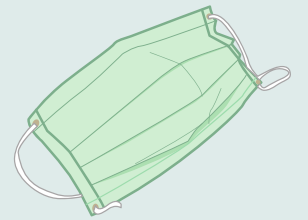
## Practice social distancing.

No more than two (2) guests are permitted in our office at a time. Please maintain social distancing of six (6) feet between yourself and other unrelated persons.



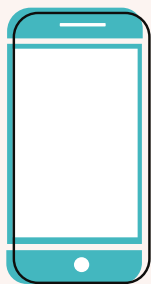
## Wear a face mask.

Please be prepared to wear a face mask while in our office. If you have a health condition that prevents you from wearing a mask, you may call ahead of time to schedule an appointment and one of our team members will be happy to meet you outside.



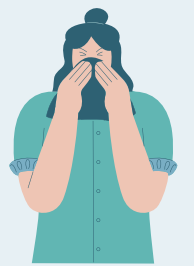
## Use your tenant portal.

Remember to take advantage of your tenant portal – during these unprecedented times, this is the best and safest way to pay rent and submit maintenance requests.



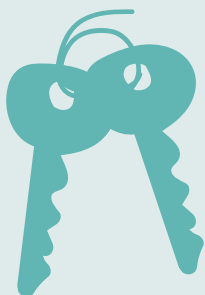
## Stay home when sick or experiencing symptoms.

Please do not enter this office if you are currently or have in the past 14 days experienced: fever, cough or shortness of breath or if you've come in contact with someone infected with COVID-19 or if you've come in contact with someone exhibiting symptoms of COVID-19 within the past 14 days.



## Dropping off items.

If you need to drop off a payment, keys or documents, you may leave them in the drop box located outside the front doors of the building. Be sure to note your name and rental property address on any items you drop off. If you're dropping off keys, utilize the envelopes and move-out forms located on the side of the drop box – please be sure to fill out the form entirely and place keys securely in the envelope before placing it in the box.



## Contacting our team.

As a reminder, our team is still primarily working remotely Monday – Friday 9:00 AM – 5:00 PM.

Please call (910)-256-3031 or email your property manager directly if you need assistance.



## Maintenance Emergencies.

If you have a true maintenance emergency outside of regular business hours or on a weekend, please call our emergency maintenance line at (910)-239-1475.

For more info, scan here with your phone's camera



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We will continue to monitor this situation and provide updates as we are able. Thank you for your cooperation and understanding and for choosing Sweyer Property Management. We're in this together, stay safe!