

Brookings

PROPERTY MANAGEMENT

March 20, 2020

OFFICE HOURS

At this time Brookings Property Management will have staff in the office Monday-Friday 8am-5pm, but the office will be closed to the public. Unless absolutely necessary, you should not go to the BPM office in person. If you need to meet with a BPM staff member, please call the office to set up a meeting.

FOR MAINTENANCE REQUESTS:

- Call our office at 605-695-5261 during normal business hours
- Call our emergency number at 605-695-7688 after hours
- Email your property manager:
 - beth@brookingspm.com
 - amanda@brookingspm.com
 - crystal@brookingspm.com
 - nicki@brookingspm.com
 - becky@brookingspm.com
- Text the BPM texting line at 605-777-0825
- If you have an after-hours maintenance emergency you must use the emergency number only, do not rely on email, texting, or the normal office number.
- If you have an urgent maintenance request during normal business hours, it is always best to call the office. It is possible the emails and texts may not be read in a timely fashion.

APRIL RENT

If possible, please pay April rent electronically. We can set up automatic online checking or savings accounts payments with no fee. If you are interested in this please contact your property manager. Again, if you set up the electronic payment with your property manager, and it is through one of your bank accounts, we can do it with no additional fees.

You can continue to use Paylease to make electronic payments, but they are a third party vendor and they will charge you a fee.

We will continue to accept checks, money orders and cashier's checks through our dropbox. You will not be able to bring them inside our office, but you can put them in the dropbox inside the front door of our office. If possible, please set up an electronic payment through your property manager.

If you have financial troubles directly related to the current pandemic, and you don't have the ability to pay April rent on time, we are willing to work with you. If you contact your property manager prior to April 1, we will waive the April late fee and set up a payment plan for April rent. Please contact your property manager for more information.

HEALTH

Please do what you can to keep yourself healthy. Follow WHO and CDC guidelines to keep yourself safe. More information about COVID-19 can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>