

Dear Valued Residents,

We hope you and your family are staying well. It's a stressful time for all of us, and we hope to ease the stress a bit by staying connected while continuing to provide you a safe and responsive level of service you expect as we navigate together through this ever-changing pandemic.

We appreciate you and the communication efforts you have made with your Apartment Community Manager. As we near the end of this month, and in anticipation of what we may need to begin considering for rents in October regarding our residents' individual financial situations, we are already preparing for next month.

In order to make it easier for you to communicate with your Apartment Community Manager what you may need to propose for a rent payment " plan of action", please take a moment to answer the questions below and email your Apartment Community Manager this information. Please note we appreciate specific dates for each payment, in order to respond to your request and to best establish a payment plan.

Please complete information below:

- 1). I am unable to pay my October rent on time because _____.
- 2). I can make my first rent payment on October _____, 2020.
- 3). I can make my second rent payment on October _____, 2020.
- 4). If needed, I can make my third rent payment on October _____, 2020.

Resident Name(s) _____

Resident's Signature _____

Our goal is to try and obtain full collection on or before October 23, 2020, as we need to close our accounting month. Once you have submitted this form, a rental office team member will contact you within the next few days to discuss your specific situation and available options.

Our apartment community is committed to working with those adversely impacted, while remaining compliant with all state and local protections. We truly appreciate your patience, as we personally work with a large number of residents and their unique situations. You are important to us.

Thank you again for making your housing for yourself and your family a priority. We are all in this together.

Sincerely,

Your Apartment Community Employee Team

Apartment Community _____ Apartment Bldg. _____ Apartment # _____

Resident Name (s) _____