



P.O. BOX 3861, 110 MAIDEN LANE, KINGSTON, NEW YORK, 12402
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3/16/20

RE: The National Emergency

Dear All Tenants:

Sanzi Associates, Inc. is concerned about your welfare and the welfare of our community and due to the present circumstances, we are taking the following steps to mitigate the impact on our community.

We ask that you have patience with us as we temporarily implement these measures:

1. Maintenance response will be restricted to emergency items only for now, however, we ask that you please continue to submit your maintenance requests through your AppFolio portal or through the maintenance line (845) 853-0656, so we can document what needs response and deal with items as soon as we can get back to normal.
2. Please do not come to the office - for the time-being, we will be closing the office to the public unless you have a scheduled appointment, this is for your safety and for the safety of our staff who serve you.
3. We are asking that you pay your rent online or by check or money order, which can be mailed to PO Box 3861, Kingston NY 12402, or placed in our mailbox outside our main entrance at 110 Maiden Lane.
4. We understand that this situation may impact some of you in such a way as to challenge your ability to pay your rent on time – we ask that you PLEASE CONTACT US IMMEDIATELY if this is a possibility. We will work with you as much as we possibly can and ask that you understand that we depend on your cooperation in order for this situation not to impact the whole community more severely than necessary.

Thank you in advance for your cooperation on these matters, we sincerely hope you all stay safe and well and let us all work together in community to get through this trial.

Sincerely,

A handwritten signature in black ink, appearing to read "Stefan R. Sanzi". The signature is written in a cursive style and is positioned to the left of a vertical line.

Stefan R. Sanzi
CEO; Sanzi Associates, Inc.