



In response to the Coronavirus pandemic, Castle Property LLC has implemented the following policies to protect the health of our staff, our Tenants, and the community by limited the spread of this virus. For most

Tenants these changes will not affect them in any way. **For Tenants that frequently visit our office or make cash payments, adjustments are needed to fit our new policies.**

1: Our lobby will remain closed.

2: **Cash payments will no longer be accepted to minimize the spread of the virus.**

3: Payments must be Check, Money order or through on-line banking checks. Money orders are available at any post office, bank, convenience store, pharmacy or Wal-Mart.

4: Please use the 24/7 drop box in front of our office for all payments and deliveries.

5: These policies are effective immediately and will continue through April 30th. We will update these dates based on the progress of the pandemic.

We thank you for your understanding in these times. We will update you of any changes.

QUESTIONS ? CALL 540-564-2659

Or e-mail: office@castleproperty.com