



Due to the recent elevated health concern associated with the (COVID-19) Coronavirus, we are going to take precautionary action as recommended by the Center for Disease Control and Prevention (CDC). As you may be aware, Governor Larry Hogan has closed Maryland Public School starting **Monday 16th – Friday 27th**. During that time, First Real Estate Management will be **open during our regular business hours M-F 8:30 AM – 4:30 PM EST**. To reduce the potential spread of the virus to our homeowners and our staff, we encourage homeowners to contact us electronically via email at [admin@fremllc.com](mailto:admin@fremllc.com) or by phone at **410-730-9531** whenever possible.

We also suggest any payments that would be typically dropped off at our Ellicott City office be mailed directly to our Lockbox address at

**First Real Estate Management, LLC**  
**P.O Box 52977**  
**Phoenix, AZ 85072-2977**

We have also placed a locked mailbox at our Ellicott City office for those who wish to drop off their payments or application forms. This mailbox will be emptied multiple times a day. If you would like for us to confirm receipt of payment or forms, please include your Name, Address, and either Email or Phone Number with your payment and coupon.

Respectfully,

First Real Estate Management