

We're Open! But...

Dear tenants and guests,

We want to do everything we can to help keep everyone safe without inconveniencing anyone too much, and we have a few short-term changes.

1. Our office is not open for walk-ins.

- We will have a staff-member in the office from 9:30-5:00 M-F who will be able to field calls and answer questions.

- For **emergencies**, call or text our afterhours phone at (715) 832-4643

3. We now have a secure drop-box!

- If you are unable to mail payments or set up online payments, you can drop your payments in the drop-box outside the front door to the office.

4. If you need something fixed, you can submit a maintenance request via the tenant portal on the homepage of our website - eandbrentals.com - or give us a call 11am-3pm M-F.

5. If you would like an application and/or availability listing, you can pick them up from the basket to the right of the door outside of our office, or you can go to our website to print out an application and view available units.

6. To submit an application, you can either email us a scan/photo of your application, or you can drop it in our drop-box to the right of the door. Please include 3 months' worth of paystubs, a copy/scan of a photo-ID, and \$20/adult applicant.

7. If you need to submit a 30-day notice, you can print the form via our online tenant portal, fill it out and email a scan/photo of it, mail it, or drop it in our drop-box before the 5:00pm on the 31st.

8. If you need to make a payment, we **strongly** suggest setting up online payments via Zego (PayLease) - find instructions on our online tenant portal. Otherwise, you can mail your payments or drop them in our drop-box - checks or money orders only. NO CASH. We can even email a receipt upon request.

If there is anything else that you need or if you have any questions, give us a call or send us an email! We are here and happy to help!

Thank you for your cooperation in keeping everyone happy and healthy!

E&B Rental Agency, LLC

eandbrentals.com

rentals@eandbrentals.com

(715) 832-7808