



# Garthchester Realty

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## **IMPORTANT**

Date: March 23, 2020  
To: All Residents  
From: Management  
Re: Building Repairs/Moves/Deliveries

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As you may be aware, Governor Cuomo signed an Executive Order mandating that 100% of the workforce, excluding essential services, must stay home beginning Sunday, March 22 at 8PM, which resulted in the closure of our office, however we are working remotely and will respond to emails/voicemails as promptly as possible.

The services provided by the on-site maintenance staff are considered essential services necessary to maintain the safety, sanitation and essential operations of our community and they will remain operational.

All other non-essential services are temporarily suspended which includes non-emergency repairs.

Our priority is having the ability to respond to and continue to provide those essential services to our managed properties during this closure and thus we are presently working remotely, which comes with some inherited delays in response.

**Due to this mandate, all scheduling of furniture (and non-essential) deliveries, move-in/outs, appliance deliveries, apartment renovations, non-emergency repairs, and all other non-essential services are temporarily prohibited.**

**For Maintenance Related Emergencies, please dial 914-725-3600 and press 9.**

Thank you for your patience and understanding during this difficult time.

