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Monday, 23 March 2020

Notice of Remote Office Procedures for REACH Limited

Dear Tenant

We are sending you this letter to advise you of the REACH Limited office closure, due to the ongoing Covid-19 pandemic. Please be aware that the office will be closed as of **Thursday the 26th March** until further notice.

During this period of office closure, **staff will be working remotely from home**, so that we can continue to provide effective service delivery.

If you need to contact the office, please call or email your Property Manager, or Management, on the numbers listed below:

Regional Manager: Traci Finch – 0437 921 321

traci@reachhousing.com.au

Assistant Manager: Kymme Forse – 0427 102 437

kymme@reachhousing.com.au

Property Manager: Sam Thompson – 0447 158 401

sam@reachhousing.com.au

Property Manager: Shelley Allen – 0439 710 055

shelley@reachhousing.com.au

You are also able to contact us via our Facebook page or on our website
<http://www.reachhousing.com.au/>

In regards to maintenance issues that arise during this period, please contact your Property Manager. Please be aware that REACH Limited will only be addressing emergency and safety maintenance during this time.

At this stage, we are unable to provide you with an estimated date that we will reopen, however we will endeavour to provide this information in a timely manner, through notifications on our company website and Facebook page.

Regards

Traci Finch
Regional Manager
REACH Limited