



COVID-19 PREVENTION PLANS:
CONDITIONS FOR ENTRY FOR VACANCY VIEWING & LEASING

Due to the COVID-19 Pandemic, GJ Property Services, Inc. is observing CDC and Government recommended protocols. As an Essential Business, staff and customers are to participate in these protocols to assist in ensuring the health and safety of our residents, prospective renters and staff.

Property Managers and Leasing Staff are to wear face coverings and gloves when conducting all in-person leasing appointments.

Prospective Renters must be advised of and agree to follow to the protocols listed below prior to arrival at the property to view an available rental:

- Visitors will be asked about their current health status regarding symptoms. Please confirm that you are not exhibiting any common flu symptoms (e.g., fever or cough), have not had person-to-person contact with someone who has exhibited coronavirus symptoms in the last seven days, and has not visited an area where there has been a significant outbreak in the last 14 days. Appointments may be delayed for the safety of all persons.
- No showings to take place in occupied units.
- Resident Managers will attempt to utilize virtual tours in lieu of property showings whenever possible.
- In- person showings are by appointment only.
 - Must allow time between showings for prospects to reasonably leave the site and for Manager to sanitize high touch surfaces before allowing additional viewers on-site.
- Prospective renters must provide and wear their own *face covering to be allowed into the property.
 - Management reserves the right to re-schedule an appointment if prospective renter(s) arrive without a suitable face covering.
- Limit prospects to 2 persons of the same household only during the appointment.
- Please maintain physical distancing of 6 ft or more when possible and refrain from touching handles, switches, pulls, etc.
 - Managers will lead the appointment and show all high touch areas such as opening closets, rooms, patio door, drawers, cabinets and any accessible common areas for viewing.
- Properties with elevators should limit riders to 2 riders at a time and practice social distancing while in the car.
- All Applications and applicable forms are available for printing via our **company website.
 - Documents may also be sent via email upon request. Email addresses can be provided to the Manager.
 - Paper documents available upon request.

Applicants and Approved Renter Protocols:

- In-person close contact meetings to collect applications, Holding Deposits, provide Neighborhood Sheets and/or complete Move-in documents may be limited to 15-30 minutes.
- When possible, submit documents such as completed Applications to Rent at available drop boxes and inform Manager.
- When possible, Manager will request for Deposit Receipts and Move-In documents to be sent to the approved renter(s) via email for review in advance of your appointment to sign. Documents will be emailed from our Corporate Office.
 - Corporate will not be responsible to clarify information or answer questions. Residents will be referred to the Manager as needed.
 - When time allows documents to be sent for review, Managers will schedule a call to the prospective or approved renter to review documents and complete new resident orientations.
- Managers are to wear face coverings and gloves for in-person meetings.
- Prospects and approved renters are to wear a face covering when meeting.
- Once Move-In documents have been executed and approved, a copy will be mailed to new resident(s) by the Corporate Office via USPS mail to the rental unit.



COVID-19 PREVENTION PLANS:
CONDITIONS FOR ENTRY FOR VACANCY VIEWING & LEASING

*For more information on face coverings please visit the Center for Disease Control and Prevention link below:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**The G J Property Services, Inc. website address is as follows”

<https://www.gjpropertieservices.com/>

Should you have any questions regarding the rental process and safety protocols, please discuss with the Property Manager of the property of interest. You may also contact our Corporate Office at (562) 370-1120.

The G J Property Services, Inc- AMO® Corporate Office is located at:

3450 E. Spring St. #212
Long Beach, CA 90806

The office is currently closed to the public due to the extended Safer at Home Orders. A drop box is available near the front entry door for deliveries 24 hours a day, 7 days a week. Office hours are 9am to 12pm and 12pm to 4pm, Monday through Friday.

Thank you for your interest and cooperation. We look forward to assisting you with your rental search.