

To Our Valued Residents and Customers:

In accord with recommendations to limit person-to-person contact for the health and welfare of the public, we will be conducting all non-essential office visits in the following manner:

**\*PAYMENTS**-No in-office payments. Methods of payment include:

-**ELECTRONIC PAYMENTS**: through your resident portal, pay-by-phone, or set up payment through your checking account as a "Bill Pay"

-**MAIL** your check or money order payment (w/ address on memo line) to:

Chase Furnas & Co., P.O. Box 2801, Spartanburg, SC 29304

-**DROP BOX** your check or money order payment (w/ address on memo line) located on the Entrance side of our building next to the steps

PLEASE PROVIDE AN EMAIL ADDRESS IF YOU WOULD LIKE A RECEIPT

**\*VACANCIES**-Visit [www.chasefurnaspm.com](http://www.chasefurnaspm.com) for the most accurate/detailed info.

-Vacancy lists are also available in the VACANCY LIST MAILBOX located on the Entrance side of our building. You can drive through and get one without ever leaving your car!

**\*VIEWING PROPERTIES**-shown by appointment to qualifying prospects only.

-Qualifying prospects must meet our income requirement to be considered (1 week of bring home pay should be equal to the rent rate).

**\*APPLICATIONS**-Submit by Drop-box or Email.

-Applications can be downloaded from our webpage under "Forms" or picked up from the Vacancy List Mailbox on the Entrance side of our building.

-Completed applications and all supporting documents may be emailed to: [terri@chasefurnaspm.com](mailto:terri@chasefurnaspm.com) or placed in our drop box along with the \$40 application fee (up to 2 applicants) payable by exact cash or money order.

Processing takes 2-3 business days and you will be contacted once a decision is made.

**\*LEASE SIGNING/MOVE-IN**-Please contact our office by phone/email to schedule.

**\*MAINTENANCE**-can be reported several ways:

-by phone to 864-585-4582 ext. 105 (or option 2)

-by email to: [mike@chasefurnaspm.com](mailto:mike@chasefurnaspm.com)

-by completing/returning a Maintenance Request Form to our drop box.

Maintenance Request Forms are available under "About Us" on our webpage and may also be picked up from the Vacancy List Mailbox located on the Entrance side of our building.

PLEASE NOTE: NON-EMERGENCY MAINTENANCE MAY BE POSTPONED UNTIL CONCERNS OF THE VIRUS PASS.

PLEASE REACH OUT TO US BY PHONE @ 864-585-4582 OR CONTACT US THROUGH OUR WEBPAGE: [WWW.CHASEFURNASPM.COM](http://WWW.CHASEFURNASPM.COM) WITH ANY QUESTIONS OR CONCERNS.

WE APPRECIATE YOUR COOPERATION WITH THESE ADJUSTMENTS AS WE WORK TOGETHER TO KEEP THE HEALTH OF OUR COMMUNITY THE HIGHEST PRIORITY.

CHASE E. FURNAS & CO., INC.