

# Coronavirus (COVID-19) Update

*Updated as of March 13, 2020*

Hello,

Our primary concern is for the health and safety of our, employees, customers and the tenants we serve. We're concerned about the impact of the COVID-19 virus and have been following the rapidly changing situation closely and will continue to do so.

Based on current Washington State Department of Health recommendations, and out of an abundance of caution and concern for those in high-risk categories. Cycle Real Estate, Inc. has made a few changes to try to help you and our employees stay healthy.

One of the best ways to reduce the spread of the COVID-19 virus, is to not be in close contact with other people.

***Until further notice,***

- 1) **OUR BUSINESS LOBBY WILL BE CLOSED TO WALK IN TRAFFIC.**
- 2) **OUR MAIL SLOT HAS BEEN RE-OPENED FOR YOUR USE.**
- 3) **OUR OFFICE HOURS WILL REMAIN THE SAME.**

Our situation is fluid and we appreciate your patience and understanding as we adjust how we deliver our services.

You can reach us online at ([www.cyclerealestate.com](http://www.cyclerealestate.com)), by calling our office at (360) 753-0916 during normal business hours, Monday – Friday between 8:00 am and 5:00 pm or by email.

We invite you to check back regularly or refer to our website. We will be updating this notice and our website regularly as the situation evolves.

Sincerely,

Cycle Real Estate, Inc.