

# **IMPORTANT AMG PROPERTY MANAGEMENT** **COVID-19 UPDATE**

Good morning,

As of March 25, AMG Property Management will close the office for any in-person services.

- Prospective tenants may continue to fill out applications for our rental homes on our website at [www.rentindyhomes.com](http://www.rentindyhomes.com) If you have any questions you can call us at 317-252-5830 during regular business hours 9:00 and 5:00 pm.

- If you need to make a rent payment, payments can be made through your online portal, at any CVS, or you can put the money order in the mail. We have also opened our mailbox temporarily ONLY during business hours 9:00 am -5:00 pm for your convenience. Make sure you write your address on the money order and we will email you a receipt. (Make sure you ALWAYS keep your money order receipts).

- If you want to renew your lease, please contact our office at the contact below and we can mail you the lease renewal or we can send it electronically.

- Our maintenance technicians are trying their best to still take care of all your maintenance requests. They will be working on emergency/priority basis. We apologize in advance if there are any delays. Please call our maintenance line at 888-312-0876 if you have any emergency/urgent maintenance requests. **Please be mindful of the technician's health. If someone in your household is sick, has fever, or other symptoms please reconsider calling the maintenance line until the situation changes. Always keep safe distance during the technician's visit.** If you have any questions regarding previously requested service, you can contact us at the contact below.

- Our normal business hours are still effective, Monday thru Friday from 9:00 am to 5:00 pm and you are always welcome to reach us by phone at (317) 252-5830. You can also contact us through text message. In order to enable this feature, you can contact the office, or you can request access through your online portal under "My Account" and "Text messages". Due to our high volume of calls, we encourage you to email or text us for faster response.

- Lease renewal information please call ext. 4, text, or email [amgpropmgt@gmail.com](mailto:amgpropmgt@gmail.com)
- Rent payments information please call ext. 3, text, or email [amgproppay@gmail.com](mailto:amgproppay@gmail.com)
- Maintenance questions please call ext. 2, text, or email [amgproppservice@gmail.com](mailto:amgproppservice@gmail.com)

We are optimistic we can all stay healthy when we heed the advice of the health care professionals who ask us to distance ourselves from one another and be conscientious about hand washing. We are all in this together because we know what we can do to minimize any spread or contamination of this virus. The AMG team wishes you and your families good health and the ability to navigate these difficult times successfully.

We thank you for joining us in staying health and calm!  
The AMG Property Management Team