

**Dear Franklin Tenants:**

In response to the Shelter in Place Order, effective March 17, 2020 at 12:01am through April 7, 2020, we are taking active measures to ensure safety and continuity of business during this time.

- Until April 7th, our physical offices located at 1624 Franklin Street, Suite 615, Oakland, CA 94612 and 817 Arnold Drive, Bay 7, Martinez, CA 94553 will be closed; however, all staff and functions will be remotely facilitated. You can reach our team at any time via email or phone.
- **We will be closing the buildings to the general public at this time. Tenants with access cards will still be able to access the buildings to accommodate their own business needs. We will activate the dial in box at the entrance of the Building off Franklin Street for all deliveries at the Franklin Building and give them access remotely. There will be a sign hanging on the front door to let all delivery personal know how to get inside so that packages and mail can still be delivered.**
- The buildings do have 24-hour monitoring. However, if you become aware of any maintenance, safety and security issues inside or outside your Suite, please inform the team immediately. We currently have plans and vendors in place for emergencies only.
- Please continue to send your monthly rent check to our designated areas outlined below. This will be the only way rent can be received at this time during remote management. If rent is not sent to the outlined designated areas, it will be deemed as not received:

**The Franklin Building**

**For payments sent by mail, please remit to:**

**1624 Franklin LLC**

**P.O. Box 399268**

**San Francisco, CA 94139-9268**

**For electronic payments, including Wires & ACH, please see information below:**

**Account Name: 1624 Franklin LLC**  
**Bank: Wells Fargo Bank**  
**ABA/Routing Number: 121000248**  
**Account Number: 4809049489**

- Most importantly we ask that you remain calm and continue conducting your business as much as possible. We are here to help in any way that we can, we will get through this!

**Building Related Issues:**

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**Accounting Related Issues:**

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Accounting Manager

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