



We know there is a lot of uncertainty regarding COVID-19 and the effects it will have on the real estate world. We are writing to assure you that Anderson & Associates remains committed to seamless client service as well as to offer some advice regarding evictions and how this may impact you as a landlord or property owner.

First, it is important to understand the current state of affairs in the court systems for both Kansas and Missouri. On March 16, 2020, Missouri suspended all in-person court proceedings until April 3, 2020. There is a possibility that this date could be extended. The courts will continue to accept eviction filings, but the sheriff's offices will perform no lock outs until after April 3, 2020. Due to the inevitable backlog in both the courts and sheriff's office, we anticipate significant delays even after April 3, 2020.

In Kansas, all courts have been restricted to emergency operations until further notice. Executive Order No. 20-06 was issued on March 18, 2020 temporarily prohibiting evictions and foreclosures. To the best of our knowledge, the courts will continue to accept eviction filings, but the lock outs will not occur until after May 1, 2020. Douglas County, Kansas will delay all eviction hearings until June 1, 2020.

On a Federal level, the U.S. Department of Housing and Urban Development ("HUD") will suspend foreclosures on Fannie Mae and Freddie Mac loans through the end of April 2020. HUD will also not allow any eviction of individuals living in federally-funded public housing until May 1, 2020. Please note that this moratorium only applies to HUD subsidized housing.

We recommend landlords and property owners take the following action:

- Do not forgive any rent that is due unless you are prepared to forgive everyone's rent (which we do not recommend);
- If you are going to offer hardship relief, compose written criteria outlining requirements for the relief and then apply that criteria to **all** applicants equally regardless of the tenants race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, and/or disability status;
- Require your tenants to communicate with you in writing and keep copies of these writings in your tenant files; and
- Continue to follow your normal processes and procedures, especially regarding evictions. There will be a significant backlog and we do not want clients to be further prejudiced.
- Please see our free resources for landlords and property owners regarding COVID-19 which can be found at <https://mokslaw.com/forms/> under "COVID-19 Forms".
- Included in our recommended forms are (1) a notice for you to send to your tenants immediately, (2) request for reasonable accommodation form which mirrors our recommended modification criteria, and (3) a repayment agreement form for your use.

I want to let you know that Anderson & Associates is fully prepared to continue to operate as normal during this temporary moment in time when COVID-19 delivers new challenges to our daily norms.

While we are not scaling back our commitment to our clients, we are making a few small tweaks to ensure the safety of our employees, our clients, our friends, and the community at large.

We anticipate there may be a need to work remotely in the coming days and weeks and that is NOT A PROBLEM for our firm. As a firm, we have always had a commitment to the use of technology that is above what is customary. Beginning in 2011, we made the decision as a firm to develop the necessary systems, processes, and procedures to allow us to work virtually and to transition to a paperless law firm. We have continued that investment in technology and training and we are more than prepared for the challenges that we may face in the midst of COVID-19. Thus, we will continue to be accessible to you and we will continue to provide you with consistent service and guidance during this temporary moment in time.

As a quick recap on our use of technology, and how that has made us prepared to provide seamless service during COVID-19:

- Telephones: We use a voice-over-internet phone system (“VOIP”). This means our phone system is accessible to us anywhere we have a data or internet connection. Therefore, even if we are working remotely, you will still have access to us by phone using the same work phone numbers you have always called.
- Your file: We made the decision to become a “paperless” law office several years ago. Therefore, even if we are working remotely, we have complete access to your files. We have the ability to share information with you from that software application or by email so we can get you an electronic copy of whatever you need from your file in a timely manner.
- Billing and Payments: Client billing statements are sent electronically via email. Payments can be made by debit, credit card, or ACH from your smartphone, tablet, or computer.

To be clear, we are not aware of anyone at Anderson & Associates who has contracted COVID-19 or has traveled to an at-risk area recently. We are simply taking prudent steps to protect our employees, clients, friends, and colleagues. Thus, here is what we are doing to do our part to help lessen the risk of community exposure.

We are allowing staff to work remotely if they feel more comfortable or have any possible concerns about exposure to the virus. We have postponed all events with 10 or more people that are sponsored and/or hosted by Anderson & Associates. We have also instructed that all non-essential vendor meetings be held over the phone.

We do ask that if you have: 1) traveled to an identified at-risk location within the last 15 days, 2) have any concerns about potential exposure, or 3) have symptoms of illness that you refrain from coming to our office. We can still serve your legal needs and are more than willing to speak with you by phone.

We also ask that there be no “non-scheduled” visits into the office. We are open for business; however, to limit the risk of community exposure, we want to control the timing and flow of clients

into the office. So, until at least April 1, 2020, if you need to drop off documents, sign a document that requires a physical signature, or to meet with us, those things will need to happen at a scheduled date and time. Please note that you can always scan and e-mail, fax, or drop documents into the mail slot located at the front door of our Missouri office.

When in-person client meetings are necessary, we will ask that those meetings take place in a space sufficient to allow people to sit the CDC-recommended distance from one another, that we avoid shaking hands, and that we follow other appropriate social distancing protocols.

Together we will face everything and will rise above this temporary moment in time known as the COVID-19 Pandemic. We will continue to provide you with seamless legal services and are here to help however we can. Please feel free to call or e-mail us with any questions.

Sincerely,



Julie Anderson and
The Anderson & Associates Legal Team