



Looking to Rent

RESIDENTIAL, COMMERCIAL LETTING & SALES

PROPERTY MANAGEMENT & LANDLORD SERVICES

Temporary Closure Guidance COVID-19

I hope you, your family and friends are keeping safe and your health has not been affected by this pandemic.

Due to increasing concerns over COVID-19 the Looking to Rent offices are now closed however, Pauline and Warren will be available and working from home thereafter. We are happy to inform you the Looking To Rent staff's jobs are safe and they will return to normal work duties once it is safe to do so.

Due to the offices being closed and limited resources, we would ask for patience during these uncertain times.

Please see below for day to day changes within our business which will take effect immediately to help reduce social contact:

- All office telephones have been diverted and will be manned during working hours.
- Emergency contact is still available out with office hours by calling the office number.
- Inspection meetings are cancelled until further notice.
- Viewings in untenanted properties will not be carried out face to face, however we will offer a live video viewing alternative.
- Workings hours have been reduced to Monday - Thursday 9.30am - 5.30pm and Friday 9.30am - 5pm. Closed Saturday and Sunday.
- Maintenance repairs will not be carried out and all emergencies will be arranged on a case by case basis.

Kind Regards

Looking To Rent

Looking To Rent Glasgow East

576 Alexandra Parade, Glasgow, G31 3BP

Tel: 0141 550 2255 ● Fax: 0141 554 0866

Email: info@lookingtorent.co.uk ● Web: www.lookingtorent.co.uk

Company Number: SC513082 ● VAT Number: 322902136