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## COVID-19 LANDLORD CHECKLIST

Building owner and property managers are seeking guidance on the consequences of the current COVID-19 outbreak on landlord and tenant rights and responsibilities. Below is a suggest checklist for landlords as they work through these challenges:

- Contact your tenants early and maintain communication about each tenant's plan during the stay-at-home period and beyond
- Conduct a risk assessment analysis and anticipate rent delays and tenant closings
- Consider forbearance of rent on a case-by-case basis
- Consider plans for fixed expenses such as taxes, insurance, and necessary building maintenance
- Contact your lender to discuss cash flow challenges and develop a strategy to manage loan obligations
- Look into applying for an SBA Disaster Loan
- Consult your local health department and the U.S. Centers for Disease Control and Prevention (CDC) for the latest information on the virus and guidelines for controlling transmission
- Clean routinely and frequently touched surfaces and objects, including but not limited to, bathrooms, security desk areas,



elevator banks, turnstiles, escalators, door handles, communal kitchens or pantries, bathrooms and the like

- Evaluate insurance policies, including any business interruption insurance, and contact your insurer to discuss coverage for pandemic related losses.
- Install hand sanitizer stations in high-traffic areas of the building
- Review your internal communications and preparedness plan and ensure that all building staff are ready, know their role in keeping the property and its guests safe, and are aware of all communication protocols
- Follow Occupational Safety and Health Act (OSHA) requirements, set forth in Sections 13 and 14 of OSHA No. 1 of 2006, which impose various duties on the employer to ensure a safe and healthy work environment
- Consider ongoing communications with tenants and service providers to inform them of the steps you are taking to clean and sanitize the property and learn how they are addressing the outbreak with their employees and customers
- Communication with critical vendors regarding availability for maintenance and repair work
- Consult with counsel about the COVID-19's impact on the property, contractual obligations and business operations



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The Real Estate Attorneys at Lyons Gaddis are available to advise you in relation to your landlord and tenant issues and other COVID-19 related matters impacting your current and future business operations.