**Covid- 19 Website**

With the outbreak of Coronavirus and to keep both our staff and customers safe, we have decided that the majority of our staff will work remotely from Monday 23rd March 2020.

Our office will be open but only for emergency keys and any visits will be “By Appointment” only.

Like most businesses these are challenging times and we Thank You for your patience and understanding.

To contact our teams please use the following e-mails;

Sales Enquiries@cairnestateagency.com

 For all vendors, lawyers, surveyors and Investors

Letting Enquiries@cairnletting.com

 All landlords and tenants. PM’s will be on same e-mails.

Accounts accounts@cairnestateagency.com

 For all payment and accounts queries.

**Tenants**

Your Property Manager will have access to our software system and emails and will respond to all enquires in due course.

**Maintenance and Repairs**

Repairs should still be reported through our Website under the “Tenants” tab then click “Report a Repair”

**Our Out of Hours Emergency contact details remain the same.**

Please call;

For Glasgow 0141 840 4706 (does NOT include locksmith)

For Glasgow Lock Emergencies 0141 221 0711

For Lorne Street, Duke Street and Duke Wynd 0141 643 3744 (includes Locksmith)

For Dundee 07872428243 (includes Locksmith)

For Edinburgh & Dunfermline 0131 555 4771 (includes locksmith)

If you are a tenant and are worried about the current situation you should follow our guidelines below. We will work with both Landlords and tenants in these difficult times.

<https://scottishlandlords.com/news-and-campaigns/news/covid-19-update/>

**Landlords**

We will be keeping you updated on the different challenges facing this, should you have any queries, please contact your Property Manager in the first instance.

We wish you and those close to you well.