

**From:** Kester, Tony <kester@aging.sc.gov>  
**To:** Ellison, Ruchellerellison@aging.sc.gov  
**Date:** 12/17/2014 10:02:06 PM  
**Subject:** Fwd: New Tenant Direction Letter  
**Attachments:** image001.png  
ATT00001.htm  
Tower at Gervais - Tenant Direction Letter.pdf  
ATT00002.htm  
70MK.PDF  
ATT00003.htm

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Begin forwarded message:

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**Subject: New Tenant Direction Letter**

To 1301 Gervais Tenants – Accounting Contacts:

Please see attached the updated Tenant Direction Letter. Please note that there are different addresses for each form of delivery whether by US Mail or Overnight Delivery. Also, the PO Box (if paying by mail) and Lockbox (if paying via ACH) will not be active to accept payments until December 24, 2014. If any payments are sent prior to this date, they will be bounced back.

I have also attached the W-9 Form for your use.

Let me know if you need further information or feel free to call me if you have any questions.  
Thank you.

Peggy Jewell, CPM

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