

Shodeen Management

# Tenant Newsletter

## Welcome New Shodeen Staff

### Special points of interest:

- Shodeen hires a new Commercial Property Manager and Administrative Assistant.
- Shodeen will begin issuing monthly statements to Tenants.

Shodeen Management has hired two new employees. Stephanie Kiefer and DonnaMarie Beach.

Stephanie Kiefer has joined Shodeen Management as our new Administrative Assistant. She will be assisting in all property management and leasing issues that might arise. Stephanie comes to Shodeen Management with a degree in advertising from Michigan State University. She has account management experience and spent 3 years in Healthcare management.

DonnaMarie Beach has joined Shodeen Management as the new Commercial Property Manager. DonnaMarie has over 9 years ex-

perience as a shopping center and office property manager. She has recently joined our team from a 3rd party Asset Management Company out of Oak Brook, Illinois. She comes to Shodeen with a degree in Biology from the University of Colorado.

If you have a chance to stop by the Shodeen office, please introduce yourself to both Stephanie and DonnaMarie.

We are very excited to have these 2 new talented individuals join our team. We are confident that you will be pleased with our new staff.

If you would like to reach Step-



**Our Office at 89 North First Street, Geneva, IL 60134.**

nie, please call 630-232-7883 ext 8361. If you would like to reach DonnaMarie, please call 630-232-7883 ext 8292.

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## Monthly Statements

Effective October 1, 2005, Tenants will now receive monthly statements by mail. These statements will show your current rental amounts due as well as any past due balances. When writing your rental check, please be sure to make the check out to the proper

company and in the Memo field of your check, please write in the Reference number located under the date of the statement. For example: Refer: 4600-001-0000-03. This will speed up the process of applying your payment to the correct account. Statements will be

mailed on the 20th of every month for the following month's rent. Remember Rent is due on the 1st of every month and rent received after the 1st is subject to late fees per your lease agreement. Thanks for your help.