

Please DO NOT HIT REPLY. To respond to this email click here:
gatewayenclavesmanager@lindyproperty.com



-3rd & Final Notice-

December 5, 2019

Clarence Hepburn
Gateway Enclave
3920 Gateway Dr Apt A2
Philadelphia, PA, 19145

FROM: John Samuel, Property Manager

RE: Unauthorized Occupant

We have again received a report from a resident that you have an unauthorized occupant living in your apartment.

This occupant is not on your lease. Unauthorized occupants are not allowed per your Lease Contract, In order for her to become an authorized occupant, she must be added to your Lease Contract, or must vacate the premises. Please stop by the Leasing Center within 02 days to complete the necessary paperwork.

Be aware that this unauthorized occupant may not use any of your access devices and may not attempt to use any of our amenities. In addition to your responsibility for following all Lease rules, it is important to remember that you are also responsible for the action of other occupants of your unit,

including children, and guests. This letter serves as notice that should we receive any further complaints, we will be forced to take further action up to and including possible termination and/or non-renewal of your lease. We may also commence legal action in accordance with the violation. No further warnings will be given. Unless we hear from you within 02 Days with satisfactory results, we will commence legal action including the termination/non-renewal of your lease.

Please stop by the Leasing Center within 02 Days to complete the necessary paperwork. If you have any questions, please feel free to contact the Management Office at 215-463-5566. Thank you for your cooperation.

Yours,

John Samuel

Property Manager, Gateway Enclave

email gatewayenclavesmanager@lindyproperty.com