



-You Are On Notice-

August 6, 2021

Kimberly Laney and Kimberly Laney
Longwood Manor
2400 Benson St Apt 15
Philadelphia, PA, 19152

FROM: Tatyana Lev, Property Manager

RE: Unauthorized Occupant

We have received a report from a witness 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 these unauthorized occupants 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.

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 215-624-9161. Thank you for your cooperation.

Yours,

Tatyana Lev

Property Manager, Longwood Manor

Call office 215-778-3280, email longwoodmanger@comehometolindy.com