



**-You Are On Notice-**

April 22, 2021

Monica Po  
Towers at Wyncote  
8460 Limekiln Pike Apt 717  
Wyncote, PA, 19095

FROM: Linda Barder, Property Manager

**RE: Unauthorized Occupant**

We have received a report from a witness that you have an unauthorized occupant living in your apartment. He is a male approximately 15 years old and is seen walking a white dog that is also not registered with the office.

This occupant is not on your lease. Unauthorized occupants are not allowed per your Lease Contract, In order for him to become an authorized occupant, he must be added to your Lease Contract, or must vacate the premises. Please stop by the Leasing Center within 48 hours 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.

Please stop by the Leasing Center within 48 hours to complete the necessary paperwork. If you have any questions, please feel free to contact the Management Office at 215-885-1300. Thank you for your cooperation.

Yours,

**Linda Barder**

Property Manager, Towers at Wyncote

Call office 215-370-0383, email [lbarder@comehometotowers.com](mailto:lbarder@comehometotowers.com)