



-3rd & Final Notice-

January 9, 2026

Monique Allen
Academia Suites
1100 W. Godfrey St.
Philadelphia, PA, 19141

FROM: Nicole Plafker, Leasing Agent

RE: **Improper Disposal**

Dear Monique,

This message serves as a **final notice** regarding the continued issue of mail being left on the ground in the mailroom.

As previously communicated, this behavior is not permitted. Two emailed notices have already been sent, and signage has been posted in the mailroom reminding residents to properly dispose of unwanted mail in designated trash or recycling bins.

Despite these efforts, this issue has continued. I have found mail twice this week on the floor in the mailroom with your unit number on it.

Please be advised that **any further instances of mail being left on the ground will result in a fine being issued to your account**, in accordance with community policies. No additional warnings will be provided.

We appreciate your immediate cooperation in helping maintain a clean and respectful shared space for all residents.

If you have any questions, please contact the leasing office.

Yours,

Nicole Plafker

Leasing Agent, Academia Suites

Call office 215-276-7555, email yonoacademiamanager@lindyproperty.com