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[gatewayenclavesmanager@lindyproperty.com](mailto:gatewayenclavesmanager@lindyproperty.com)



**-You Are On Notice-**

July 30, 2020

Randy Stoddard  
Gateway Towers  
3600 Gateway Drive Apt 421  
Philadelphia, PA, 19145

FROM: John Samuel, Property Manager

**RE: Unauthorized Occupant**

We have 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.

Please stop by the Leasing Center within 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 Towers

Call office 267-718-1370, email

[gatewayenclavesmanager@lindyproperty.com](mailto:gatewayenclavesmanager@lindyproperty.com)