



## **Access Needed**

August 2, 2023

VERONICA HINTON  
Gateway Airport Townhomes

, ,

FROM: Melissa Verdon, Community Director

**RE: Preventive Maintenance Walk Through**

Dear Resident,

We will be conducting a routine inspection of your apartment on **Friday, August 4, 2023.**

The inspection will take place between **10:00 am** and **11:00 am**.

We will be checking for things such as:

1. Unreported maintenance issues
2. Damage to the property
3. Smoke detectors – installed or missing? We will also be installing fire stops on your oven
4. Carpet assessment
5. Cleanliness of the apartment

This is a mandatory inspection and we must be able access your apartment on the above mentioned date. Also please do crate your dog, if you have any in the unit.

Should you have any questions, Please contact our Management office at .

Yours,

**Melissa Verdon**

Community Director, Gateway Airport Townhomes

email [gatewayairporttownhomes@comehometolindy.com](mailto:gatewayairporttownhomes@comehometolindy.com)