



**-You Are On Notice-**

February 8, 2023

FROM: Leonela Torres, Assistant Community Director

**RE: Pet Lacks Paperwork**

We have received a report from Maintenance that you have a pet living in your apartment. While we do allow pets, you do not have an appropriate Addendum signed for this one. This letter serves as a notice that one of the two following options must take place within 72 hours: (1) You must come to the Management office to sign an Addendum describing the ownership of the pet and submit an appropriate pet deposit; or (2) the pet must be removed from the property within 3 days.

We are requesting that you stop by the Management Office to pick up the Addendum.

If you have any questions, please feel free to contact the Management Office at . Thank you for your cooperation.

Yours,

**Leonela Torres**

Assistant Community Director,

