



-You Are On Notice-

November 9, 2023

Annie Sheppard and Arrastene Henry
York House (South)
5325 Old York Rd Apt. 711
Philadelphia, PA, 19141

FROM: Laura Reed, Community Director

RE: Unauthorized Occupant

We have received a report from a resident that you have an unauthorized occupant living in your apartment. Fred

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 24 hrs 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. This letter serves as notice that if you do not take care of this situation , we will be forced to take further action up to and including possible termination and/or non-renewal of your lease. We

may also commence legal action in accordance with the violation.

Please stop by the Leasing Center within 24 hrs to complete the necessary paperwork. If you have any questions, please feel free to contact the Management Office at 215-329-3595. Thank you for your cooperation.

Yours,

Laura Reed

Community Director, York House (South)

Call office 215-329-3595, email yorkhouseolneymanager@lindyproperty.com