



## **Access Needed**

October 3, 2023

All Residents  
Gateway Towers  
Bldg B: 3700 Gateway Drive  
Philadelphia, PA, 19145

FROM: Melissa Verdon, Community Director

## **RE: Preventive Maintenance Walk Through**

Dear Resident,

We will be conducting a routine inspection of your apartment on **Thursday, October 5, 2023.**

The inspection will take place between **9:00 am** and **4:00 pm.**

We will be checking for things such as:

1. Unreported maintenance issues
2. Damage to the property
3. Smoke detectors - installed or missing?
4. Carpet assessment
5. Cleanliness of the apartment

6. Filter replacements

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 215-463-5566.

Yours,

**Melissa Verdon**

Community Director, Gateway Towers

Call office 215-463-5566, email

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