



## **Access Needed**

October 10, 2023

All Residents  
Enclaves  
3900 Gateway Communities  
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 **Friday, October 13, 2023.**

The inspection will take place between **9:00 am** and **4:30 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. replace air filters

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, Enclaves

Call office 215-463-5566, email

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