

GATEWAY PROPERTY MANAGEMENT

IS TEMPORARILY CLOSED TO THE PUBLIC

2 STAFF WILL BE PRESENT Monday through Thursday

DURING The hours of 9am-4pm FOR

1. EMERGENCY MAINTENANCE REQUEST

a. Please call ahead to pick up the emergency form to fill out outside in your car.

2. TRANSLATION PURPOSES

3. FOR THOSE TENANTS WITHOUT ONLINE SERVICES

4. KEY RETURNS FOR MOVE OUTS AND KEY PICK UP FOR MOVE IN'S

RENT PAYMENTS CAN BE DROPPED IN DROP BOX

- Please indicate property you are renting
- Please provide mailing address and if receipt is requested to be mailed. Drop box will be checked regularly.
- Please provide current phone number and Email for further contact regarding issues that arise.

If tenant emergency please call the office and we will answer or leave a message on the
Emergency line!

Thank you and have a great day!

Info@gatewaypropmgmt.com

360-426-3988