

April 8, 2012

Re: Move-Out and End of Lease Details

Dear Champlain Apartments Tenants,

We have nearly arrived at the end of the lease year and we want to communicate with you regarding the end of the lease, moving out, and the return of security deposits. We realize that this is a busy, and in some cases, momentous time for you. This letter is intended to clarify all of the issues to ensure that your departure is pleasant and that you receive your security deposit promptly. If you have any issues or concerns, please contact us ahead of time. Please **do not wait** until the day you are moving out.

The most successful transitions are those that are planned in advance with your roommates. Please be sure that you discuss and communicate with one another about moving details. Often one person in the group is left with communal belongings and all of the responsibility for cleaning. This is stressful for the last person to leave and not the way you want to end a fun and memorable year with your group.

Furniture: if you have furniture to sell, please email Denise Vignoe at denise@sprucemortgage.com and she can forward the email addresses of the new incoming renters to you.

A reminder that your move-out date is May 26, 2012 by 12noon.

Item #1 - May rent and return of security deposits

We will debit your final electronic rent payment for this lease year on May 1st. Please be sure that your funds are available. Your security deposit may not be applied to your last month's rent. Thank you very much to all of you who have had funds available all year, as per our agreement.

By-law, we have 14 business days to return your deposit. We would prefer to give it to you before you leave Burlington. We can do this only if your entire group has vacated the apartment. If this is not possible, please be sure that you leave an envelope for us with your forwarding address.

Item #2 - Trash

The City of Burlington has enacted an ordinance regarding the disposal of trash and junk in order to curtail unsightly clutter and the possibility of illness. We, as landlords, must therefore pass this information on to you and must insist upon your cooperation.

All trash from your cleaning activities in the apartment must be placed in garbage bags and put in the dumpster or trash cans provided. **NO TRASH OR FURNITURE may be left on the 'green space' between the house and street or otherwise in front of your apartment house.**

All furniture and other large items being disposed of must be removed from the premises and disposed of by you. **Large items and furniture may NOT be disposed of in or next to the dumpster or trash cans. We will cover the cost of pickup of your furniture between May 1 - May 15 via Jon Wood.** To arrange for

pickup, you may call Jon Wood at 343-4722. John is listed on our Help Number's List. If you do not utilize Jon during this time, it will be your responsibility to make arrangements with other vendors, at your cost:

- **Recycle North now RESOURCE: www.resourcevt.org; 802-658-4143**
- **1-800 - GOT-JUNK**
- **Gauthier Trucking; 802-879-4020**

Due to the ordinance, we will have no choice but to pass on any disposal costs and/or penalties assessed by the City due to trash or large items that are not properly disposed of. We will let you know of other options that become available as the City of Burlington and the University of Vermont work together to offer students removal/drop off options.

If you have questions, please call us to problem solve.

Item #3 – Utilities, Mail, Etc.

Please ensure that you make arrangements to discontinue your utilities with the designated service provider, as soon as possible. We encourage our incoming renters to setup their utilities, prior to the June 1 rush and the utility companies will not allow setup until the disconnect order has been placed.

A reminder that if you have a Comcast box, that will need to be returned to the drop off location – call Comcast for information.

Please go to usps.com > manage your mail to forward your mail to your new address. We are unable to forward your mail to you, so any mail that is delivered to you after May 26th will be returned to the post office. This could significantly delay your important mail.

Item #4 - Cleaning

All appliances must be completely clean, both inside and out. Please ensure that you thoroughly clean your **oven, refrigerator, and tub**. These items are often overlooked. Cabinets must be empty and clean inside and out. Showers, tubs, sinks, toilets, and cabinets must be completely cleaned using an appropriate cleaner. All floors, window sills, surfaces, closets, shelves, etc. must be vacuumed, mopped, and wiped down. All trash, personal belongings, and cleaning materials should be removed and properly disposed of. All porches and decks should be cleared of all items and swept clean. Areas adjacent to the deck and porches should be cleared of bottle caps, trash, cigarette butts, etc.

The cleaning rate charged to you for work not completed is \$35.00 per hour, plus cleaning materials.

If your unit has carpeting and there are stains from your tenancy, please contact Champlain Carpet Cleaning at 802-860-2849 for carpet cleaning at your expense. Carpet cleaning costs at the end of May are substantially higher.

Item #5 - Leaving your apartment in excellent (undamaged) condition

Undamaged means no burns, cracks, or holes in the walls or floors. It means no damage to or missing parts from any appliances, doors, windows, or other structures of the apartment. This includes cracks in any glass doors or windows. If damage to walls or floors has occurred, please contact the appropriate professional on

the Help Number's List to arrange for professional repair. If repairs are not professionally completed, they may be required to be repeated at your expense.

Until all keys have been returned, you have not "officially" moved out. Please leave your keys (including your mail key, if applicable) in your freezer and be sure to provide us with a forwarding address for the return of your deposit (if your group is not leaving at once). If you are leaving early, please make arrangements to leave your key and envelope with forwarding address with a roommate who is staying until the end of the lease term.

Item #6 - Moving and cleaning must be completed by May 26th at 12 Noon. We can not make exceptions for late move-out.

We would like the opportunity to inspect your apartment prior to May 26th in case we determine that additional repair/cleaning needs to be completed. Once our inspection of your "clean and undamaged" apartment is complete, we will refund the deposit amount due within 14 days of your lease expiration as required by law.

We are delighted that you have been with us this year - thank you! Please let us know if you have questions or if we may be of help.

To those of you graduating, please accept our congratulations and good thoughts for a wonderful last few weeks in Burlington. Our best wishes to all of you in your future endeavors.

My Best,

Gene Richards
802-343-9909
generichards@generichards3.com
www.champlainapartments.com