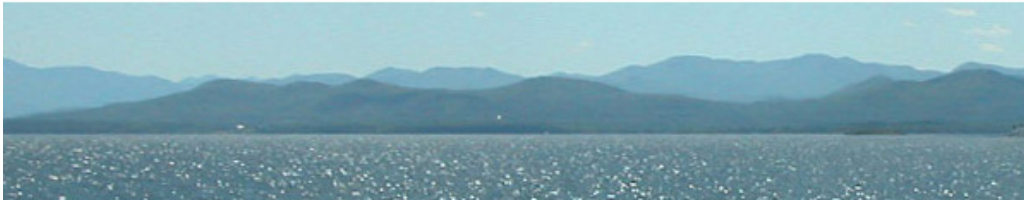


From: Gene Richards <generichards@generichards3.com>
Subject: Champlain Apartments | Updates and Information...
Date: July 1, 2013 7:35:05 AM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



July 1, 2013

Champlain Apartments | Updates and Information...

Dear Champlain Apartments Renters:

We hope this finds you all well -- settled into your new apartments and enjoying summer.

A few housekeeping items:

* **Debit Authorizations for Rent:** when changing a debit authorization for rent, we need your new form by the 15th of the month prior. For August 1 changes, we need a new form by July 15th. Late rent is charged a service fee as indicated in your lease agreement of \$25/day.

* **Smoking:** Smoking and candles are not permitted in any of our properties. If you and your guests smoke, please do so outside and appropriately and safely dispose of your cigarette butts.

* **Basements:** If your property has a basement, Jon Wood and crew will be coming through to check all of these this week. The heavy rains have created flooding throughout the area, including in basements. A reminder too that you may NOT store anything in your basement other than skis, snowboards, or bikes.

* **Projects and Repairs:** If you still have projects in your apartment, please let us know. If you have repairs, please call Urken Lama at 802-324-1694. If you need painting, please text Dawa Lama at 347-985-3725 with your name, address, and request.

* **Lockouts:** Please be careful with your keys. If you are locked out and need a Champlain Apartments staff to let you in to your apartment after 6:00 pm on weekdays or on the weekend, there is a \$50 fee.

* **Safety:** A reminder that we live in a city. Please keep your doors and windows locked. If any of your porch or exterior lighting needs bulb replacement, please call Urken Lama right away. Be aware as you are walking around at night--use a buddy system.

Thanks very much. Enjoy summer and the 4th of July holiday later this week!

My Best,

Gene Richards
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Contact Us

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