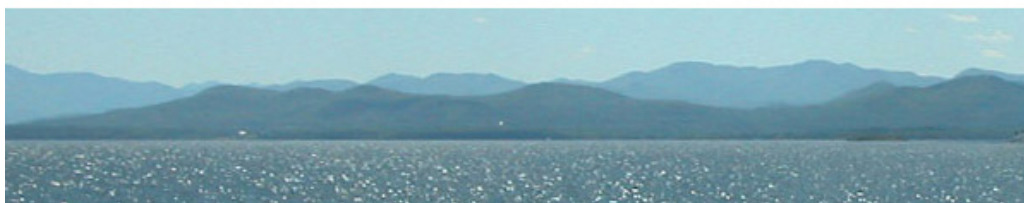


Gene Richards <generichards@generichards3.com>
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com
Champlain Apartments | Winter Break Reminders

December 11, 2013 8:09 PM

Champlain Apartments.com



December 11, 2013

Champlain Apartments | Winter Break Reminders

Dear Champlain Apartments Tenants:

We are writing with some reminders and requests as you prepare to leave your apartment for the winter break. PLEASE TAKE A MOMENT TO READ.

1. Please be sure to lock your windows and doors prior to your departure. If applicable, please ensure that your basement doors are secure as well. This is our best defense against problems and potential theft while you are away.
2. Please do not leave your iPods, laptops, and other electronics near windows. These items may entice thieves looking for valuables. Please be thoughtful, too, about leaving valuables in view in your car. This is a time when theft increases in Burlington, so use good judgment.
3. Be sure to keep the thermostat set at no less than 60 degrees to keep your pipes from freezing. When heating and water pipes burst they create a serious mess that may displace you during the repair and clean up. Your lease contains a section that requires your heat be maintained at a level that will prevent pipes from freezing. Lowering the temperature a few degrees is not worth the savings if you must bear the cost of repairs.
4. All trash and recycling should be taken out of your apartments and placed in the designated containers. All food items should be off your counters and taken care of appropriately prior to break. Please do not leave dirty dishes until your return. These practices will prevent ants and rodents.
5. All common hallways and entry hallways should be cleared. Please do not leave trash, recycling, or personal belongings in hallways.
6. Please let us know if you have any non-working exterior lights. Your exterior lighting is important for safety and is helpful as a deterrent to theft.
7. We suggest using a UL-approved timer to keep one or several lights on in your apartment during the evening and night-time hours. The lights should preferably be vented on top, such as a floor or wall lamp with an open shade to limit the buildup of heat.
8. If you have decorated with a Christmas tree, greens, or lights please remove prior to your departure.
9. It is our hope that you will be taking your cars home and out of the

Contact Us

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parking lots. This will make it much easier for snow removal.

Please call in advance if you need help or have questions.

Our very best for the holiday and New Year -- safe travels!

My Best,

Gene Richards, Principal
Champlain Apartments
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[Forward email](#)



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Champlain Apartments | 168 Summit Street | Burlington | VT | 05401



Try it FREE today.