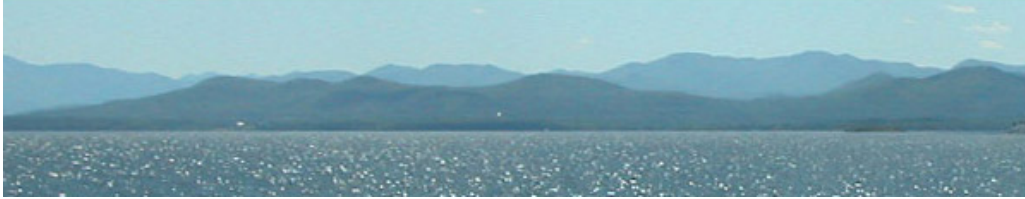


From: Gene Richards <generichards@generichards3.com>
Subject: Champlain Apartments | HG June, 2013 Move-In
Date: April 15, 2013 9:35:08 PM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



April 15, 2013

Champlain Apartments | HG June 2013, Move-In

Dear Champlain Apartments Incoming Renters:

We hope that your semester is on track to end well and that you are looking forward to moving into your new apartment! This is the informational email promised to you in advance of move-in. We discussed many of the items that follow during our showing and lease appointments. We guarantee that if you take the time to read through this email and to make plans with your group, you will have an easier and smoother transition.

Prior to Move-In:

It is very IMPORTANT that you make arrangements for utilities to be switched into your name ASAP in early May. Even if you do not plan to be here for the summer, your electric must be on for safety, specifically so that your smoke/carbon detectors and appliances will be fully operational. When calling Burlington Electric, you should have your address and apartment number. Our units at 37 S. Williams Street are 214 and 313 Charter, 116 Eton, and 322 Hyannis. Our units at 47 S. Williams Street are 111, 205, 211, and 306 Beacon.

Regarding internet/cable, you must wait until you have moved-in to set up this utility. Please do plan ahead as they are often booked several weeks in advance. **For Comcast installation: You must ask for an installer that can accommodate a Hill Gardens installation at 37 and 47 South Williams Street. The installer must have a key to the utility room in Hill Gardens.** This is essential in getting your internet/cable set up in a timely manner. We do not have a key to the utility area so are not able to assist in this arena.

Utility Vendors to Contact:

Burlington Electric: 802-658-0300

Comcast: 1-800-COMCAST (use local contact: Sara Hammond 802-777-6013)

USPS: go to USPS.com >manage your mail: to forward your mail to your new address - please be sure to forward your mail in advance otherwise it will be returned to the post office.

Move-In on June 1, 2013

Key Pick-Up: We expect someone from your group to make arrangements for

Contact Us

Gene Richards

cell:
802-343-9909

email:
generichards@generichards3.com

web:
champlainapartments.com

key pick up during the first two weeks in June. During this window, we will offer daily accommodation Monday through Friday and on the weekend. Weekend hours on June 1st and 2nd and on June 8th and 9th are by appointment. Please call in advance to schedule. After, June 14th key pickup is available Monday through Friday. We will meet you to exchange keys, review parking and complete an apartment checklist. Please plan to spend 45-60 minutes with us. If you are not planning to be here over the summer, let us know and we can check in on your apartment for you.

Once the first person in a unit has picked up keys, we will leave all keys for the rest of the roommates in the apartment. We expect the remaining roommates to coordinate with the first person checked in to ensure that upon arrival in town, your roommate is available to let you into your new apartment.

Please note that we are unable to accommodate renters moving their belongings into their new apartment while the current renters reside there. There are storage facilities available in Burlington if you need temporary storage.

Rent for June and Subsequent Months: A reminder that your rent will be debited from the account information that you provided beginning on June, 1, 2013 and then for every subsequent month on the first of the month for the duration of our lease agreement. If for some reason your account has changed since your lease signing, please provide us with a new ACH Debit Authorization, **no later than May 5th.**

Lock-Out or Key Loss: There is a \$50 fee if you have locked yourself out of your apartment and need a Champlain Apartments staff person to let you in. Replacement keys are \$25; and an apartment door rekey by Dion Security is \$85 plus keys. If you have lost or misplaced your key, you and your roommates need to evaluate the level of risk in the loss to determine if a re-key is needed. Never attach your name or address to your keys. If you or your roommates use forced entry due to lock-out, you will be charged for the associated repairs.

Smoke/Carbon Detector Information: Safety is our Priority. Please make certain that your smoke/carbon detectors are functioning at all times. NOTE: DO NOT FOR ANY REASON REMOVE YOUR SMOKE/CARBON DETECTORS. Not only is this illegal, there is a \$1500 fine for tampering with or removal of the detectors. The detectors are often the only thing between life and death.

Inspection Checklist: The purpose of this checklist is to ensure that all aspects of the dwelling are in good working condition and that the previous tenants have left the premises clean.

Roommate Agreement: Please review, complete, and retain for your records.

Green and Eco-Friendly: Please join us in being as "green" as possible: Always use the trash/recycling containers provided. Trash and recycling are not to be left in hallways, on balconies, or on the green space surrounding your unit at any time. Please do not bring DORM SIZE refrigerators into your apartments as they are very inefficient and can add as much as \$30-\$50/month to your electric bills.

Good Neighbor Policy and NOISE: It is very important to us that our renters be good neighbors. The City of Burlington is taking noise in our neighborhoods very seriously. Please review the ordinance (click link below) so that you are in keeping with the City quiet periods. A noise violation is very expensive and also puts you at risk for eviction.

<http://www.burlingtonvt.gov/CodeEnforcement/Regulations/Noise-Pollution/>

Cleanliness: Our apartments and houses offer some of the nicest student housing in Burlington. We ask that you be good stewards and take good care of them while you are with us. When we give you advance notice that a service vendor or City official is coming by, we really appreciate your effort to ensure that your apartment/house looks nice and is clean. If cleaning is going to be a problem for you and your group, we are happy to make cleaning service recommendations that you can hire at your expense throughout the year.

Balconies and Furniture: Per City of Burlington Ordinance only outdoor furniture may be used on balconies. Interior couches and chairs may not be used on balconies at any time. Nothing should be hung over the porch or balcony railings. There are bike racks on the green and bikes should not be attached to porch railings. The City of Burlington and the Hill Garden's Association will assess fines for any indoor furniture or other inappropriate items found on exterior balconies.

Hill Gardens Rules and Regulations: It will be important that you and your group read and understand the Rules and Regulations. Each violation is subject to a \$75 fine.

http://www.champlainapartments.com/documents/HGRulesrevised2012_000.pdf

By design these are intended for your safety and the safety of your guests and to keep the buildings and grounds looking consistent and tidy.

Cooking Grills, Decorative Light Strands, Candles, and Smoking: For safety reasons, grills, decorative light strands, candles and smoking are not permitted at any of our properties.

Subletting for Academic Semester Abroad Trips: With the increase in semester abroad traveling, we will approve semester-long sublets on a case-by-case basis. We will not approve any summer sublets. Please be sure to plan well in-advance if you are planning to go abroad so that you and your roommates may find someone who will be a good fit in your absence. Please see the specific detail regarding subletting on our website under Frequently Asked Questions:

<http://www.champlainapartments.com/documents/FAQ1a.pdf>

Bedroom Door Locks: Per City of Burlington Rental Code you may not put a padlock or any type of exterior door lock on your bedroom door. All bedrooms have "privacy" locks meaning they can be locked from the inside while you are in your room.

Please use our website www.champlainapartments.com as a source of information and help throughout the year. If you have any questions, please feel free to call me at 802-343-9909, Denise Vignoe at 802-318-2860 or Stephen Richards at 802-338-6995.

Thank you very much and we look forward to seeing you in June!

My Best,

Gene Richards and the Champlain Apartments Team

W. www.champlainapartments.com

E. generichards@generichards3.com

C. 802-343-9909 * 802-318-2860 * 802-338-6995

[Forward email](#)



This email was sent to denise@sprucemortgage.com by generichards@generichards3.com | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

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



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