

Champlain Apartments.com



June 9, 2012

Champlain Apartments | Housekeeping Items

Dear Champlain Apartments Tenants:

We are very happy to have you all with us this year. We hope you are settling into your apartments and enjoying summer!

A few housekeeping items:

* Your safety is very important to us. PLEASE keep your doors and windows locked. Do not prop open security doors. Let us know if your porch or exterior lighting is out so that we may replace bulbs promptly for you. Break-ins seem to be becoming more commonplace so please be smart about keeping your apartment secure. Keep your vehicles locked with your valuables out of sight. Be smart and observant when walking after dark.

* **Apartment Repairs:** If you have something that needs repair now or throughout the year, please use our work order form -- the green button found on our homepage below the photos.

* **Painting:** If you need painting, please contact Dawa at 347-985-3725 and he will schedule a time to take care of you.

* **Parking Permits:** Towing has commenced at our parking lots at 355 and 361 Pearl Street, at 325 College Street, at Buell Street and in Hill Gardens. Please do not park in these lots without a permit or you will likely be towed. If you wish to purchase a parking space (with the exception of Hill Gardens), please complete the parking permit app and drop at 168 Summit Street with your check for \$850. If you have not picked up your permit, please let us know if we should mail it to you. If you will not be coming back to Burlington until later this summer, it is best if we mail it to your home address. That way when you arrive in town, you will be all set and will not be forced to park on the street because you do not have your permit yet.

* **Apartment Check-in:** We have checked all units in with the exception of a few and we have been in touch with you. For those of you who will be in and out over the summer, please gain access to your apartment via your roommates who are already here. All of your keys are in your apartments waiting for you.

* **Water and Sewer Lines:** Please do not flush feminine hygiene products. These negatively affect the sewer lines and often create a backup in the building. Please dispose of through your trash receptacles.

* **Parties and Noise:** A reminder that you are not permitted to have parties in any of our properties. Our definition of a party is twice the number in your group. Please call us to check-in if you have a special occasion. At no time should you ever have beer kegs in your apartments nor should you or any of your guests be using illicit drugs, smoking or playing drinking games like Beirut or pong in any of our properties. We are completely smoke-free.

There is a neighborhood task force that has convened to counter noise and negative behavior in the neighborhoods. Please be respectful.

Enjoy summer and let us know if we may be of help!

My Best,
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