

From: Gene Richards <generichards@generichards3.com>
Subject: Champlain Apartments | Housekeeping Items
Date: November 25, 2012 9:10:07 PM EST
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



November 25, 2012

Champlain Apartments | Housekeeping Items

Dear Champlain Apartments Tenants:

We hope this finds you well and that you had an enjoyable holiday and break.

* **Semester Abroad Sublets:** For any of you planning to sublet during the Spring Semester, please ensure that we have met with your sublet by the end of the semester. You will find our protocol outlined here:

www.champlainapartments.com/documents/FAQ1a.pdf

Please schedule your appointments in advance and do not wait until the last minute. This is a privilege not a right. Please do not put your roommates in an uncomfortable situation where they feel forced to agree to live with someone so that you can travel abroad. You are responsible for the entire transition with your sublet including the transition of keys and all other details about your apartment.

* **Heat radiators:** If you have heat radiators in your apartments, please ensure that your furniture, curtains, etc are a distance from the radiator. This is for fire prevention and safety and will improve the efficiency and effectiveness of your heat.

If you have **radiant heat** in your flooring (355/361 Pearl and 325 College) you may want to remove your area rugs for the winter as that will dramatically improve the function and effectiveness of the radiant heat.

* **Referral Fee:** A reminder that we offer a \$100 referral fee to anyone who refers a group to us that rents for the 2013-2014 rental year. We still have two-five-bedroom apartments remaining and availability may be found at www.champlainapartments.com. Make sure to email us to let us know that you made the referral so that we may send you a check.

* **Doors/Windows and General Safety:** Please stay vigilant and keep your doors and windows locked, walked in pairs at night, and let us know if your porch or exterior lighting needs replacement.

Good luck with the remainder of your Semester. As always, thanks very much for your help.

My Best,

Contact Us

Gene Richards

cell:
802-343-9909

email:
generichards@generichards3.com

web:
champlainapartments.com

Gene Richards

C. 802.343.9909

E. generichards@generichards3.com

W. www.champlainapartments.com

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