

From: Gene Richards <generichards@generichards3.com>
Subject: Champlain Apartments I June Move-In Preparation & Details
Date: April 23, 2012 9:35:04 PM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



April 23, 2012

Re: June Move-In Preparation and Details --PLEASE READ

Dear Champlain Apartments 2012-2013 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 email that we promised we would send 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.

It is very IMPORTANT that you make arrangements for all utilities to be switched into your name ASAP. Even if you do not plan to be here for the summer, your utilities must be on for safety, specifically so that your smoke/carbon detectors and appliances will be fully operational. To help with the transition, we have placed the meter numbers for the various utilities (for most of your individual apartments) on our website. Go to www.champlainapartments.com then to your property address where you will find a red button on the right called *Information for Utilities*. You may also set up your accounts using your physical apartment address.

Utility/Service Vendors to Contact:

Vermont Gas: 802-863-4511

Burlington Electric: 802-658-0300

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

USPS: go to usps.com > manage your mail to forward your mail to your new address

Move-In on June 1, 2012: Our current renters move-out on May 26th at 12noon. You may contact us after May 26th about move-in. Until our current renters have departed, we will not know whether an early move-in is possible.

Key Pick Up: We expect someone from your group to make arrangements for 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 2nd and 3rd and on June 9th and 10th are by appointment. Please call in advance to schedule. After, June 15th key pickup is available Monday through Friday.

* 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.

Parking Permit Rental Agreement: Permits are needed for parking at 325 College Street, 355 and 361 Pearl Street and for 58-60 Buell Street. If you wish to purchase a parking space for the upcoming year, please complete the parking permit agreement and return with your payment of \$850. Parking is first come, first served.

Rent for June and Subsequent Months: A reminder that your rent plus your \$20 association fee will be debited from the account information that you provided beginning on June, 1, 2012 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.

Please become familiar with our website and review the following important documents on-line at www.champlainapartments.com:

Help Numbers/Important Numbers: One of the documents is a list of help numbers. These are names and phone numbers that will be helpful throughout your stay with Champlain Apartments. You will use our vendor list along with the *Green Work Order* button on our homepage for service and repair throughout the year.

Inspection Checklist: The purpose of this checklist is to ensure that all aspects of

Contact Us

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the dwelling are in good working condition and that the previous tenants have left the premises clean.

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 there a \$1500 fine for doing so, the detectors are often the only thing between life and death.

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 porches, or on the green space surrounding your unit at any time. The pickup schedule is on-line. We have transitioned to longer life fluorescent lighting. We have upgraded our heating systems and insulated our properties as both a safety measure and as our way to help you conserve on your utility bills. 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.

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.

Porches and Porch Furniture: Per City of Burlington Ordinance only outdoor furniture may be used on porches. Interior couches and chairs may not be used on porches at any time. Fines are assessed by the City for any indoor furniture found on exterior porches.

Basements: If your property has a basement, it is only to be used for laundry. You may not set up habitable living space in your basement, nor may you store boxes or furniture in your basement due to fire safety.

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 in our 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.

We look forward to having you with us and anticipate a good year ahead. 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 will see you in June!

My Best,

Gene Richards
www.champlainapartments.com
802-343-9909

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