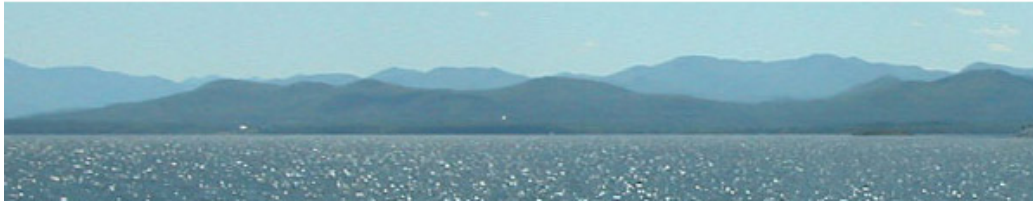


**From:** Gene Richards <generichards@generichards3.com>  
**Subject:** Champlain Apartments I Misc. Info and Updates -- Please Read!  
**Date:** August 6, 2012 8:30:12 AM EDT  
**To:** denise@sprucemortgage.com  
**Reply-To:** denise@sprucemortgage.com

## Champlain Apartments.com



**August 6, 2012**

### **Champlain Apartments | Misc Updates and Info-- Please Read!**

Dear Champlain Apartments Renters:

We hope this finds you doing well and enjoying the final months of summer. Please take the time to read through this email as it has some action and some informational items that will be helpful to you.

\* **Projects and Painting:** If there are outstanding projects or painting that are still needed in your apartment, please email me about projects and please call Dawa Lama directly for painting at 347-985-3725.

Now and throughout your stay with us, if you need service or repair please complete a work order form or call our service vendor directly to schedule.

\* **Rent Transactions:** For the first time since we initiated our automated ACH rent system five years ago, we are having ongoing issues with rent being available in multiple accounts each month. To that end, effective immediately, we will begin to charge the \$25/day late fee for late rent as per our lease agreement. Please make sure your funds are available on the 1st of every month for your rent transaction to process smoothly.

\* **Semester-Abroad Sublets:** For any of you traveling during the upcoming fall semester, please ensure your sublet contacts us within the next week. DO NOT wait until the beginning of classes or we will not be able to accommodate. The process for your semester-abroad sublet is outlined in FAQ here:  
<http://www.champlainapartments.com/documents/FAQ1a.pdf>

\* **Parking Permits:** If you have not made arrangements to pick up your permit, please do so or send us your mailing address so that we may mail your permit to you in advance of your arrival in Burlington. Please DO NOT park in the parking lot until your permit is appropriately displayed in your windshield or you will likely be towed.

\* **Arrival in Burlington:** For those of you who are just arriving in Burlington this month or right before the commencement of classes on 8/27, your keys are in your apartment. Please make arrangements to arrive when one of your roommates can let you in to access your keys.

\* **Doors, Windows, and Lighting:** This is another reminder to keep your doors and windows locked, your valuables out of sight in your cars, and let us know if your porch or exterior lighting needs bulb replacement.

\* **2013-2014 Leasing:** We are getting ready to start leasing our apartments for 2013-2014. If you are graduating seniors, please remind us of that so we know that your apartment will be available for the upcoming lease year. We are already receiving inquiry calls and emails and we will begin leasing in the next few weeks.

Thanks very much.

My Best,  
Gene Richards  
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E. [generichards@generichards3.com](mailto:generichards@generichards3.com)  
C. 802.343-9909

### **Contact Us**

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