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Subject: Champlain Apartments | Thanksgiving Break Preparations
Date: November 12, 2012 8:45:05 PM EST
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



November 12, 2012

Champlain Apartments | Thanksgiving-Break Preparations

Dear Champlain Apartments Renters:

As many of you prepare to depart for the Thanksgiving break, we have some reminders - please see below.

1. Please be sure to lock your windows and doors. This is our best defense against problems and potential theft while you are away.
2. Please do not leave your iPods, laptops, and other electronics near windows. These items may entice thieves looking for valuables. Please be thoughtful, too, about leaving valuables in view in your car. This is a time when theft increases in Burlington, so use good judgment.
3. Be sure to leave your heat on **a minimum of 60 degrees** to prevent pipes from freezing.
4. **All trash and recycling** should be taken out of your apartments and placed in the designated containers.
5. All common hallways and entry hallways should be cleared. Please do not leave trash, recycling, or personal belongings in hallways.
6. Upon your return from break, for those of you who wish to decorate for the Christmas holiday, we prefer that you decorate with artificial trees rather than authentic trees. Artificial trees are much safer; authentic trees can be a fire hazard.
7. Please continue to let us know if you have porch lighting that needs replacement. Exterior lighting is important for safety and as a deterrent to theft.
8. We suggest using a UL-approved timer to keep one or several lights on in your apartment during the evening and night-time hours. The lights should preferably be vented on top, such as a floor lamp or wall lamp with an open shade to limit the build up of heat.
9. If you are leaving your car in one of our lots over break please leave your car keys appropriately marked on your kitchen counter. Please email us to let us know that your car will be staying in the lot over break. In the event of a snowstorm that requires the lot be cleared to accommodate snow removal, we will do our best to move your car. We cannot guarantee the latter so it is best if your car travels home with you.

PLEASE NOTE: As we have been coming through your apartments with prospective tenants for next year, we have seen many candles. **A**

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reminder that candles are prohibited per our lease agreement.

Additionally, we have found many items needing repair during our showings. If you use the tools that we provide, you do not have to live with items in disrepair.

* Here is a **link to our Help Number's List**. You may call any of our service vendors for repair during your stay with us:

<http://www.champlainapartments.com/documents/2012-2013aHelpNumberList.pdf>

* Or you may send in a work order by clicking here:

<http://www.champlainapartments.com/form.html>

Please call in advance if you need help with any of the above.

Our best wishes for a wonderful break --Happy Thanksgiving!

My Best,

Gene Richards

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