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Champlain Apartments | Welcome and Housekeeping Items

August 30, 2013 9:20 AM

# Champlain Apartments.com



**August 30, 2013**

## **Champlain Apartments | Welcome and Housekeeping Items!**

Dear Champlain Apartments Renters:

For those of you just arriving back to Burlington - Welcome!  
We hope that everyone's first week of classes went well.

What is most important to us during your tenure with Champlain Apartments is that you and your roommates enjoy your apartment or house and have a fun, SAFE, and memorable year.

Since it has been some time since we met to discuss the terms of your lease, here are some reminders:

1. 355 Pearl, 361 Pearl, 325 College, and 58-60 Buell Street have **PERMIT REQUIRED parking**. Please do not park in the lot without a permit or you will be towed at your expense. If you have a permit and need to change cars at any time throughout the year, email us with the details AND transfer your permit into your new car. Spillane's Towing manages our lots so if you are ever towed, you must call them directly at 802-863-7900.

2. **Debit Authorization Changes** must be in by the 15th of the month prior. For November 1st rent, a new debit authorization must be in by October 15th. Late rent is subject to a \$25/day late charge. Please ensure that your funds are available by the first of each month.

3. Smoking, illicit drugs, kegs, beer pong and drinking games, candles, decorative light strands, and parties are all prohibited in our properties. These are all health and safety items that we discussed when we met regarding this year's lease. **Your safety is our priority.**

If you wish to have more than twice the number in your group in for a special occasion, please call us to discuss.

4. For repairs, maintenance, projects, or painting during your stay with us, please use the **Help Number's List** on-line at [www.champlainapartments.com](http://www.champlainapartments.com). When you call our service vendors directly, please let them know that you are one of Gene Richard's tenants and you will receive prompt service. They will bill us directly. You also may submit an on-line work order for maintenance, as well.

5. **All common hallways and stairwells must be kept clear** for your safety. This is your means of egress in an emergent situation. Shoes, boots, recycling, etc. may not be kept in the common hallways, including 325 College, 355 and 361 Pearl Streets and all other properties with common interior hallways.

## **Contact Us**

**Gene Richards**

**cell:**  
802-343-9909

**email:**  
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**web:**  
[champlainapartments.com](http://champlainapartments.com)

6. If your property has a **basement**, a reminder that you may not use it as habitable space or for storage. We do not want flammable items (books, clothes, and the like near the boilers and mechanicals). The only items that you may store are bikes, skis, or snowboards.

7. We want your **porch and exterior lighting** functional at all times. If you need bulb replacement, please let us know right away. This is a deterrent to theft and a safety precaution for you.

8. **Porches are governed by City Ordinance**. If your property has a porch, the only items that may be on the porch are porch furnishings or bikes on bike racks. Please do not move your indoor furniture to the porch. We do not want bikes attached to porch railings as thieves cut the railings and take the bikes.

9. **Lock-out Fee**: Please be careful with your keys. There is a \$50 fee for one of our staff to let you into your apartment and a \$25 replacement key fee.

10. **Noise Violations**: we want our properties and our renters to fit in with the neighborhood. Often you are living next door to families with children or professionals who must work early in the morning. Please be considerate and courteous neighbors. The City Noise Ordinance is in effect 24 hours a day. Noise violations are expensive and grounds for eviction.

11. **2014-2015 Leasing**: As you know we rent very early each year for the next academic year. We already have inquiries for students wishing to rent for 2014-2015. We are in the process of updating our website with next year's rents, so please be thinking about whether you and your group wish to renew. Our \$100 referral fee remains in effect.

Let's have a great year together! Enjoy the weekend....

My Best,

Gene Richards  
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[Forward email](#)



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