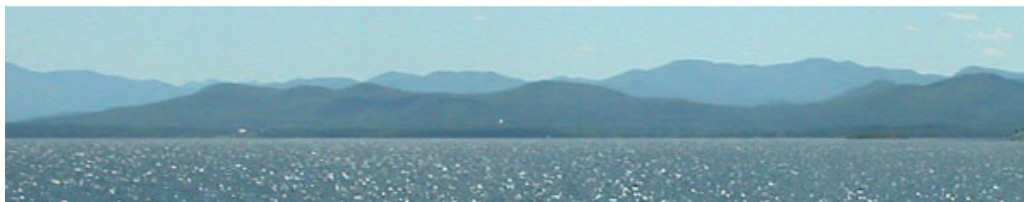


From: Gene Richards <generichards@generichards3.com>
Subject: Champlain Apartments | Move-Out Reminders -- ACTION needed!
Date: May 11, 2013 4:10:04 PM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



May 11, 2013

Champlain Apartments | Move-Out Reminders -- ACTION needed!

Dear HG Renters:

Congratulations on the end of the semester and finals!

We are writing with some reminders to ensure your move-out is as smooth as possible:

Move-Out is 5/26/13 by 12:00 Noon

* Please send us your forwarding address for the return of your security deposits by this Monday, 5/13/13. If you can also let us know what your expected date of departure is, that will be helpful for our transition planning. Deposits will be returned within 14 days of the end of your lease.

* We do not have flexibility in accommodating late move-out and \$100/hr will be decremented from your security deposits for any late move-outs beyond 5/26 at 12:00 Noon.

* Please call now to disconnect your utilities with the utility vendors:

[Burlington Electric: 802-658-0300](tel:802-658-0300) - Electric must be left on through the end of your lease on 5/26/13 -- even if you are moving out early.

[Comcast: 1-800-XFINITY \(1-800-934-6489\)](tel:1-800-934-6489)

**www.usps.com > [manage your mail](#) > [change of address](#)
to forward your mail to your new address**

* Please ensure that you have cleaned your apartment so that it is in move-in condition. Clean is defined as: further cleaning is not required for the incoming renters to move-in. Additional cleaning will be charged to you at \$40/hour and \$65 per appliance. Hint for your Oven cleaning: purchase easy-off oven cleaner--follow the directions and spray on as directed. Leave for a few hours and you will be amazed at how easy your oven will be to wipe-out. This will not be the case if you try to clean it the hour before move-out. If you need a cleaning service recommendation for prior to 5/26, please let us know.

* All keys should be left in your apartment -- exterior building door keys, apartment keys, and mail keys.

Contact Us

Gene Richards

cell:
802-343-9909

email:
generichards@generichards3.com

web:
champlainapartments.com

* Please call Denise the day before your departure so that she can do a walk through with you -- 802-318-2860.

* **IMPORTANT: If you are an upper level apartment, you may not move out your belongings via the balcony. You will be subject to hefty fines if you attempt to do this.**

* Bikes - a reminder to take your bike off the bike rack. Locks will be cut and bicycles discarded at the end of May.

Here is a link to SPRING MOVE OUT TIPS. This document is a resource that will enable you to eliminate large furnishings, etc. economically and responsibly on Thursday, May 23 from 11:00 am - 3:00 pm at two locations: Loomis Street and Bradley Street.

<http://www.champlainapartments.com/documents/SMOP13.pdf>

We have enjoyed having you with us this year and wish you our very BEST in your future endeavors. We hope you go out and make the world a better place!

Regards,

Gene Richards and Denise Vignoe
www.champlainapartments.com
C. 802-343-9909 * 802-318-2860
E. generichards@generichards3.com
E. denise@sprucemortgage.com

[Forward email](#)



This email was sent to denise@sprucemortgage.com by generichards@generichards3.com | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

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Try it FREE today.