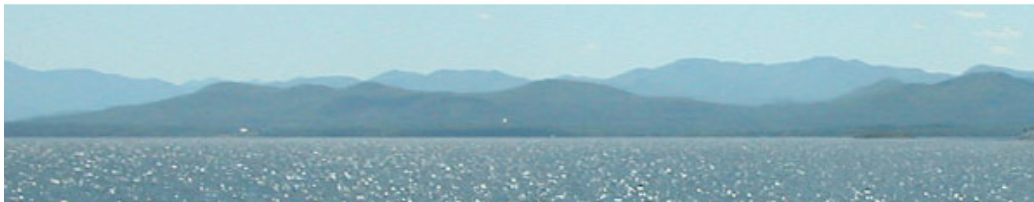


From: Gene Richards <generichards@generichards3.com>
Subject: **Champlain Apartments | Move-Out 2011 Reminders**
Date: May 17, 2011 5:25:05 PM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



May 17, 2011

Champlain Apartments | Move-Out 2011 Reminders

Dear Champlain Apartments Tenants:

We hope that your transition plans are going smoothly. Here is the link to our full Move-Out email from the end of April, but we want to highlight some reminders for your convenience and planning:

www.champlainapartments.com/documents/May2011-Move-OutandEndofLeaseDetails.pdf

· **Your Move-Out must be complete by Thursday, May 26th at 12:00 Noon.**

This means that all of your belongings are fully out (including all cabinets and closets) and that your apartment has been thoroughly cleaned. Moving often takes longer than you think, so please plan accordingly.

· We want to return your FULL security deposit to you and to do this your apartment must be in move-in condition. Regarding cleaning: please be sure your stove/oven, fridge, and tub have all been cleaned and are ready to be used by the incoming tenants. We mention these items because they are often forgotten.

· We would like the opportunity to walk through your apartment with you once you have completed the moving and cleaning. Please make arrangements in advance for us to do this with you. If you know that you will be completely out of your apartment prior to May 26th, please let us know.

· Your security deposits will be returned within 14 days of the end of your lease or before if your full group leaves together and you make arrangements for us to come by. If we need to mail your deposits to you, please be sure that you leave an envelope on your kitchen counter with your forwarding address.

· Additionally, you will need to leave all apartment door keys, exterior building door keys and mail keys in your freezer.

· A reminder to make arrangements with your utility companies for service disconnection--Burlington Electric (802-658-0300), Vermont Gas (802-863-4511) and Comcast (1-888-375-4888). **Your electric should remain on in your name through the end of your lease on 5/26/11 due to the smoke-carbon detectors and your fridge.** Comcast and Vermont Gas may be disconnected at your convenience.

· It has been a pleasure to have you all with us this year. If you need housing references in the future, you are welcome to have future landlords contact us directly.

· For those of you graduating this weekend, we hope that you have a wonderful, celebratory time with family and friends!

Please let us know if you have any questions.

My Best,
Gene Richards
www.champlainapartments.com
802-343-9909

Contact Us

Gene Richards

cell:
802-343-9909

email:
generichards@generichards3.com

web:
champlainapartments.com

[Forward email](#)



This email was sent to denise@sprucemortgage.com by generichards@genericrichards3.com | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Champlain Apartments | 168 Summit Street | Burlington | VT | 05401