

Re: Move-In Preparation and Details

May 3, 2009

Dear Champlain Apartment's 2009-2010 Incoming Tenants:

We hope that your semester ended well and that you are looking forward to moving into your new apartment!

A few details to ensure a smooth transition follow.

It is very IMPORTANT that you make arrangements for all utilities to be switched into your name now. Even if you do not plan to be here for the summer, your utilities must be on for safety; specifically so that your carbon/smoke detectors will be fully operational. To help with the transition, we have placed the meter numbers for the various utilities for your individual apartments on our website. Go to www.champlainapartments.com then to your property address where you will find a red button on the right called Information for Utilities. You will need to set up accounts with:

Vermont Gas: 802-863-4511

Burlington Electric: 802-658-0300

Comcast: 1-866-928-9135

Move-In on June 1, 2009: On June 1st, you will find your apartment open and the keys in the freezer.

Parking Lease Rental Agreement: If you wish to purchase a parking space for the upcoming year, please complete the parking lease agreement and return with your payment.

Rent for June and Subsequent Months: A reminder that your rent plus your \$20 association fee will be debited from the account information that you provided on the first of every month.

Please become familiar with our website and review the following important documents on-line at **www.champlainapartments.com**:

Help Numbers/Important Numbers: One of the documents is a list of help numbers. These are names and phone numbers that will be helpful throughout your stay with Champlain Apartments. Please leave this list by your phone so that it is readily available if needed.

Inspection Checklist: The purpose of this checklist is to assure both you the tenant, as well as the landlord (s), that all aspects of the dwelling are in good working condition and that the previous tenants have left the premises clean.

Smoke/CarbonDetector Information: Safety is our Priority. Please make certain that your smoke/carbon detectors are functioning at all times. NOTE: DO NOT FOR ANY REASON REMOVE SMOKE/CARBON DETECTORS. The detectors are the only thing between life and death. If there are any issues relative to the heating, plumbing, or the electrical systems, please address them immediately with us, as described in the lease.

Roommate Agreement: Please review, complete, and retain for your records. You will also find other documents related to living in the City of Burlington from the City Regulations to your responsibility in being a good neighbor.

Please join us in being as **Green and Eco-Friendly** as possible:

Always use the trash/recycling containers provided. Trash and recycling are not to be left in hallways, on porches, or on the green space surrounding your unit at any time. The pickup schedule is on-line. This year we have transitioned to longer life fluorescent lighting. We have upgraded our heating systems and insulated our properties as both a safety measure and as our way to help you conserve on your utility bills. Please do not bring DORM SIZE REFRIDGERATORS into your apartments. They can cost as much as \$50/month in electricity.

Porches and Porch Furniture: Per City of Burlington Ordinance only **outdoor** furniture may be used on porches. Interior couches and chairs may not be used on porches at any time.

Basements: If your property has a basement, it is only to be used for laundry. You may not set up habitable living space in your basement, nor may you store boxes or furniture in your basement due to fire safety.

We look forward to having you with us this year. Please use our website www.champlainapartments.com as a source of information and help throughout the year. If you have any questions, please feel free to call me at 343-9909 or Denise Vignoe at 318-2860.

Thank you very much.

My Best,
Gene Richards
802-343-9909