

From: Gene Richards <generichards@generichards3.com>
Subject: Move-Out and End-of-Lease Details
Date: April 7, 2013 8:19:08 AM EDT
To: denise@sprucemortgage.com
Reply-To: denise@sprucemortgage.com

Champlain Apartments.com



April 6, 2013

Champlain Apartments | Move-Out and End-of-Lease Details

Dear Champlain Apartments Tenants,

We are writing earlier than typical this year as so many of you have begun emailing with questions about your move-out and departure. We want to review our expectations for the end of your lease, moving out, and the return of security deposits. We realize that the next 4-6 weeks will be extremely busy with all of your end-of-the semester responsibilities and in some cases, your graduation. This email is intended to clarify details to ensure that your departure is pleasant and that you receive your security deposit promptly. If you have any questions or concerns, please contact us ahead of time. Please do not wait until the day before you are moving out.

The most successful transitions are those that are planned in advance with your roommates. Even though you may not think you have much to move--packing, moving, and cleaning are all time-consuming and take planning and effort to minimize disruption and stress. Please be sure that you discuss and communicate with one another about moving details. Often one person in the group is left with communal belongings and all of the responsibility for cleaning. This is an impossible task for the last person to leave and not the way you want to end a fun and memorable year with your group.

Furniture: if you have furniture to sell or pass on, please email Denise V. at: denise@sprucemortgage.com and she can forward the email addresses of the new incoming renters to you.

A reminder that your move-out date is: May 26, 2013 by 12 noon. For any late departures beyond 12:00 noon, your security deposit will be decremented at \$100/hour.

For those of you moving from one of our units into another Champlain Apartments location, we will work with you to ensure a smooth transition but absolutely expect you to be completely ready to move to your new apartment on May 26, 2013 by 12 noon.

Item #1 - May rent and return of security deposits

We will debit your final electronic rent payment for this lease year on May 1st. Please be sure that your funds are available. Your security deposit may not be applied to your last month's rent. Thank you very much to all of you who have had funds available all year, as per our agreement.

By-law, we have 14 business days to return your deposit. We would

Contact Us

Gene Richards

cell:
802-343-9909

email:
generichards@generichards3.com

web:
champlainapartments.com

prefer to give it to you before you leave Burlington. We can do this only if your entire group has vacated the apartment. If this is not possible, please be sure that you leave an envelope for us with your forwarding address. (We will bring envelopes around to each apartment mid-May).

Item #2 - Utilities, Mail, Etc.

Please ensure that you make arrangements to discontinue your utilities with the designated service provider, as soon as possible. We encourage our incoming renters to setup their utilities, prior to the June 1 rush and the utility companies will not allow setup until the disconnect order has been placed.

* Burlington Electric: 802-658-0300

* Vermont Gas: 802-863-4511

* Comcast: www.comcast.com

* www.usps.com > manage your mail-- to complete a change of address.

* A reminder that if you have a Comcast box, it will need to be returned to the drop off location - check with Comcast for information.

* We are unable to forward your mail to you. Any mail that is delivered to you after May 26th will be returned to the post office. This could significantly delay your important mail so please complete your change of address in advance.

Item #3 - Trash and collectibles within the City

The City of Burlington has enacted an ordinance regarding the disposal of trash and junk in order to curtail unsightly clutter and the possibility of illness. We, as landlords, must therefore pass this information on to you and must insist upon your cooperation.

All trash from your cleaning activities in the apartment must be placed in garbage bags and put in the dumpster or trash totes provided. NO TRASH OR FURNITURE may be left on the 'green space' between the house and street or otherwise in front of your apartment house.

All furniture and other large items being disposed of must be removed from the premises and disposed of by you. Large items and furniture MAY NOT be disposed of in or next to the dumpster or trash cans. The University of Vermont and the City of Burlington, offer drop-off locations within the downtown area - typically on Loomis and Bradley. We will email information about these drop-off locations to you upon receipt. To arrange for pickup of large items, you may call Jon Wood at 343-4722. If you do not utilize Jon Wood, it will be your responsibility to make arrangements with other vendors, at your cost. Here are some options:

* Recycle North now RESOURCE: www.resourcevt.org; 802-658-4143

* 1-800 - GOT-JUNK

* Gauthier Trucking; 802-879-4020

Due to the ordinance, we will have no choice but to pass on any disposal costs and/or penalties assessed by the City due to trash or large items that are not properly disposed of.

Item #4 - Cleaning

You must completely clean your apartment so that it is in move-in condition. If you need help with cleaning, please call and we can recommend a cleaning service. This would need to be planned well in advance as this is a busy time for all service providers. All of your cleaning must be completed by May 26th at 12 noon. If you plan to hire a service, you must schedule them in the days leading up to May 26th, not for the 26th at noon.

All appliances must be completely clean, both inside and out. Please ensure that you thoroughly clean your oven, refrigerator, and tub, as

these items are often overlooked. Cabinets must be emptied and wiped out. Showers, tubs, sinks, toilets, and cabinets must be completely cleaned in and out using an appropriate cleaner. All floors, window sills, surfaces, closets, shelves, etc. must be vacuumed, mopped, and wiped down. All trash, personal belongings, and cleaning materials should be removed and properly disposed of. All porches and decks should be cleared of all items and swept clean. Areas adjacent to the deck and porches should be cleared of bottle caps, trash, cigarette butts, etc.

The cleaning rate charged to you for work not completed is \$40.00 per hour, plus cleaning materials. You will be charged \$65 each for each appliance that is not cleaned. Clean is defined as: further cleaning is not required in order for the incoming renters to move-in.

Item #5 - Leaving your apartment in good repair and undamaged

Undamaged means no burns, cracks, or holes in the walls or floors. It means no damage to or missing parts from any appliances, doors, windows, or other structures of the apartment. This includes cracks in any glass doors or windows. If damage to walls or floors has occurred, please contact the appropriate professional on the Help Number's List to arrange for professional repair. If repairs are not professionally completed, they may be required to be repeated at your expense.

Until all keys have been returned, you have not "officially" moved out. Please leave your keys (including your mail key, if applicable) in your freezer and be sure to provide us with a forwarding address for the return of your deposit, if your group is not leaving at once. If you are leaving early, please make arrangements to leave your key and envelope with forwarding address with a roommate who is staying until the end of the lease term.

Again, moving and cleaning must be completed by May 26th at 12:00 Noon. We are unable to make exceptions for late move-out and your security deposit will be decremented at \$100 per hour for any late move-out beyond 12:00 noon.

Please be in touch with us as you are moving out - give us a call as you are leaving so that we may come by for inspection.

To those of you graduating, please accept our congratulations and good thoughts for a wonderful last few weeks of the semester and for your time remaining in Burlington.

We are delighted that you all have been with us this year - thank you! Please let us know if you have questions or if we may be of help.

My Best,

Gene Richards and the Champlain Apartments Team
W. www.champlainapartments.com
E. generichards@generichards3.com
C. 802-343-9909 * 802-318-2860 * 802-338-6995

[Forward email](#)



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

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



THIS IS A TEST EMAIL ONLY.

This email was sent by the author for the sole purpose of testing a draft message. If you believe you have received the message in error, please contact the author by replying to this message. Constant Contact takes reports of abuse very seriously. If you wish to report abuse, please forward this message to abuse@constantcontact.com.