

Welcome and Reminders....

June 21, 2010

Dear Champlain Apartments Tenants,

Welcome! We hope your move in to your new apartment has been smooth and that you are enjoying your new space.

Here are some details that we hope you will find helpful. Please take the time to read through them.

1. **LOCK YOUR DOORS AND WINDOWS:** Please remember that we live in a city, so please lock your doors and windows. City break-ins are often through unlocked doors and windows. Please use good judgment for your safety and for the safety of your roommates.
2. **PERMIT PARKING** is available for Buell Street and at 355 and 361 Pearl Street. If you need to purchase a parking permit for the year, please print the permit application at www.champlainapartments.com. Enclose your check payable to Gene Richards and drop off or mail to 168 Summit Street, Burlington, VT 05401 ASAP as parking is available on a first come, first served basis.
3. **HELP NUMBERS:** The numbers for our service providers are on-line at www.champlainapartments.com Please begin to become comfortable with using these numbers to resolve any issues in your apartment.
4. **RE-KEYING ALL APARTMENTS:** Dion Security will be re-keying all of our apartment door locks this summer. We will arrange for new keys in advance for you. Should you need any assistance, you may call Dion Security at 802-658-7404
5. **ACH Debit Forms for Electronic Funds Transfer of Rent:** Just a reminder that on the first of every month your rent will be electronically debited from the account that you have provided to us. If you need to change your account, please be sure to do so by the 15th of the month prior. If you need a change for August 1st, we need your updated information by July 15th.

If the 1st of the month falls on a weekend or holiday, your account will be debited the next business day. Please be sure to have funds available for the withdrawal.
6. 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 under tenant tools. Please place

your recycling curbside the morning of pick up by 6am.

7. **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.

8. **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.

9. **Candles & Smoking:** As per your lease agreement, candles and smoking are not permitted in your apartment.

10. **Drinking Games and Parties are ABSOLUTELY PROHIBITED:** This is a topic we discussed during every showing and during our lease interview. We have a zero tolerance for beirut, beer pong, beer kegs, and general parties in your apartment and in our properties. If we encounter the above, we will ask you and your group to vacate immediately. You will not be offered a second chance.

We look forward to having you with us this year and hope you enjoy your apartment. 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 and have a great summer!

My Best,

Gene Richards
343-9909
generichards@generichards3.com
www.champlainapartments.com