

Final Move-Out Details

May 18, 2010

Dear Champlain Apartments Tenants,

Congratulations on the end-of-the semester, on final exams, and for many of you on your graduation!

We have had a great year with all of you and want to ensure as smooth a transition as possible for your move-out of Champlain Apartments. Moving is tedious and stressful so planning ahead can help to eliminate problems.

We have already begun checking people out. A reminder to be sure to complete the following:

1. Call the designated utilities to arrange for disconnect and for your final payments.
2. Please coordinate cleaning in your apartment so that the last person remaining is not left to complete all of the cleaning.
3. Be sure that you clean your appliances - refrigerator, freezer, stove and oven, and also please be sure that you clean your bathroom. These are areas that are commonly missed and we will deduct from your security deposit if we have to arrange for cleaning post-departure. Your apartment is supposed to be left in move-in condition.
4. Large items can not be placed in the dumpster or on the green space between your house and the street. If you have large items, please call Jon Wood for removal at 802-343-4722.
5. By-law, we have 14 business days to return your deposit. We would 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. Please be sure that you leave all keys to your apartment in the freezer. **We will not return deposits unless all keys have been returned.**

Please call us to arrange for a walk through when you are ready to depart.

Thanks very much for a great year. We wish you all the best in your future endeavors.

My Best,

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

A reminder that your move-out date is
May 26, 2010 by 12noon.