

Re: June Move-In Preparation and Details for Hill Garden Units

May 1, 2010

Dear Champlain Apartment 2010-2011 Incoming Tenants:

We hope that your semester is ending 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 your electric utility to be switched into your name now. Even if you do not plan to be here for the summer, your electric utility must be on for safety, specifically so that your carbon/smoke detectors will be fully operational. Regarding internet/cable, you may wait until your move-in for this utility. Please do plan in advance, however, as they are often booked several weeks in advance. You will need to set up accounts with:

Burlington Electric: 802-658-0300

Comcast: 1-866-928-9135

Move-In on June 1, 2010: Please contact us after May 26th to schedule a time for us to meet you on June 1st. On the 1st we will meet you to exchange keys, review parking and complete an apartment checklist.

Rent for June and Subsequent Months: A reminder that your rent will be debited from the account information that you provided beginning on June, 1, 2010 and then for every subsequent month on the first of the month for the duration of our lease agreement.

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.

Apartment Inspection Checklist: You will complete this prior to your move-in. The purpose of this checklist is to ensure 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 sometimes 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 regarding regulations, contacts, and 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 your balcony, or on the green space surrounding your unit at any time. The recycling pickup schedule will be on-line prior to your move-in under documents on our website. The trash dumpsters are in the parking areas for your convenience. Please use them for your apartment trash. Please do not bring DORM SIZE REFRIDGERATORS into your apartments. They can cost as much as \$50/month in electricity.

Balconies and Balcony Furniture: Per City of Burlington Ordinance only outdoor furniture may be used on your apartment balconies. Interior couches and chairs may not be used on balconies at any time, nor may barbecue grills be used on balconies. Fines are assessed by the Association for any violation. See complete listing of rules and regulations below.

Hill Gardens - Rules and Regulations: please review the Association document that reviews the details regarding Hill Gardens here:

<http://www.champlainapartments.com/documents/HGRulesandRegulations120709.pdf>

Subletting for Academic Semester Abroad Trips: With the increase in semester abroad traveling, we will approve semester-long sublets on a case-by-case basis. We will not approve any summer sublets. Please be sure to plan well in-advance if you are planning to go abroad so that you and your roommates may find someone who will be a good fit in your absence. Please see the specific detail regarding subletting in our **Frequently Asked Questions:**

<http://www.champlainapartments.com/documents/FAQ1a.pdf>

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
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