

June 2011

Dear Tenants,

We hope that your semester ended well and that you are looking forward to moving into your new apartment! 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 services for your individual apartments on our website. Go to www.champlainapartments.com then to your property address where you will find a hyperlink for utilities. You will also find a listing of the service providers, e.g. Vermont Gas, Burlington Electric, etc.

Also on-line you will find the following important documents:

- ⇒ **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. Please return this checklist in the self-addressed stamped envelope as soon as possible.
- ⇒ **Smoke/Carbon Detector 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.
- ⇒ **Parking Space Rental Agreement:** If you wish to purchase a parking space for the upcoming year, please complete and return. This is only required for the lots on Buell Street and at 355 and 361 Pearl Street.
- ⇒ **Roommate Agreement:** Please review, complete, and retain for your records.

Please join us in being as GREEN as possible...

Always use the trash/recycling containers provided. Please do not leave your trash and recycling in hallways, on porches, or on the green space surrounding your unit at any time. Your pickup day for your trash and recycling totes can be found on our website under documents. In an effort to be as green as possible, 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.

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.

We look forward to having you with us this year. Please use our website www.champlainapartments.com as a tool and 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