

## Welcome to Champlain Apartments!

June 2, 2009

Dear Champlain Apartment's 2009-2010 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.

**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. A reminder to use good judgement for your safety and for the safety of your roommates.

**2. PERMIT PARKING** 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](http://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. We have suspended towing until further notice while we complete the permit process. We will email you prior to the commencement of towing

**3. HELP NUMBERS:** The numbers for our service providers are on-line at [www.champlainapartments.com](http://www.champlainapartments.com) Please begin to become comfortable with using these numbers to resolve any issues in your apartment.

**4.** 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:

**5. 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.

**6. 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.

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

We look forward to having you with us this year. Please use our website [www.champlainapartments.com](http://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  
802-343-9909