Green Castle Group

Leasing Cheat Sheet

2027 - 2028

At Green Castle Group, we value our relationship with our Tenants and community. The following provides a brief summary of valuable information for you to know prior to signing a lease with us. Note – this does not cover all aspects of the lease so please review our lease thoroughly before signing it.

Lease Up: Units first come, first serve. The apartment is considered "yours" and taken off the market when we have received the following from you.

1. Completed Rental Application from each Tenant
2. We require an initial partial security deposit of $500 which then commits you and us to all the terms of the lease with the remaining balance of the deposit due within 14 days
3. E-signature lease signed by all Tenants-4-day deadline to sign from the date we send it out
4. Balance of Security deposit received from all the Tenants. Through Tenant Portal, Checks made payable to "Green Castle Group" or cash
    - Security Deposits do NOT act as first or last month's rent. It is held by Green Castle Group until the lease term ends, at which time you will receive the deposit back minus any deductions for damage/additional cleaning costs
- Leases are "joint and several", meaning all Tenants are jointly responsible for meeting the terms of the lease, including rent, late fees, etc.

Resident Center/Tenant Portal: You will be required to activate a Tenant portal through our Resident Center. This is where you will:

- Pay rent, including Wi-Fi fee
- Communicate with the Green Castle Group and where you will receive communication from us
- Fill out Work Orders for maintenance support
- Access Green Castle Group community calendars
- Update your demographic information such as address or cell – important – keep current over the next year

Rent:

- You will be required to set up automatic payment schedules through your Tenant portal with an effective date of the 27th of each month in order for us to receive your rent on the 1st of each month
- You will be charged a monthly fee of .99 for all autopayments
- Credit cards are accepted; A 2.99% credit card surcharge is applied
- Late fees are $25 per day

Utilities – Landlord responsibilities: The Landlord is responsible for the following:

- Water/Sewer
- Routine Maintenance (including snow removal). For maintenance needs, fill out a Work Order form within your Tenant portal
- Garbage/Recycling
- For these units only:
    - 21 Hungerford Terrace (all units) natural gas heat
    - 323 Pearl Unit, 101, natural gas heat and electricity
    - 260 College Street (all units) natural gas heat

Utilities – Tenant responsibilities: The Tenant is responsible for the following:

- Gas (Vermont Gas) – Call 30 days in advance to convert it to your name (N/A at Union & College and 15 Hungerford)
- Electric (Burlington Electric) – Call 30 days in advance to convert it to your name
- Wi-Fi – Burlington Telecom and is coordinated with Green Castle Group. Monthly fee of $15 per bedroom paid to Green Castle Group on a monthly basis

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Damages/Cleaning: Rent does not include the following:

- Negligent damage. Damage caused by Tenant negligence will be completed by our maintenance team, but paid for by the Tenant
- Tenants may not make changes to the apartment, including but not limited to:
    - Installing locks on bedroom doors
    - Painting rooms
    - Mount TV's

Parking: Limited parking is provided for each unit on a paid basis with a Parking Agreement. Limited parking is provided for a fee of $1,300.00 per year, payable in January with an executed Parking Agreement. Parking is not guaranteed at any building.

Safety: All of our apartments meet or exceed city and state codes and regulations. The following are prohibited:

- Smoking in the buildings (including vaping)
- Open flames include candles and outdoor grills within 25ft of buildings or other flammable material (including trees/landscaping)
- Holiday/fashion lights
- Use or sale of illicit drugs
- Going onto roofs not intended to be a porch
- Throwing any type of belongings over a balcony
- Engagement in any unsafe activity

Furnished Units: If your apartment is furnished, you are responsible for all furniture and furnishings provided by Green Castle Group. Please note:

- All furnished items must remain in the apartment and may not be removed for any reason
- Furniture must be returned to its original location before you move out
- You are responsible for any loss, damage, or breakage beyond normal wear and tear
- Any costs to repair, replace, or restore furnished items may be deducted from your security deposit

Parties: Parties are prohibited in the lease. Our definition of a party is more than double the number of Tenants in the apartment. Loud gatherings that are disturbing to other Tenants and neighbors can result in a fine from the Burlington Police and further legal consequences if repeated.

Pets: Not permitted in Green Castle Group Apartments unless they are certified as an Emotional Support Animal (ESA's) and approved in advance by Green Castle Group.

Sublets: Summer sublets are not permitted. Other sublets may be considered but must be approved by the Green Castle Group in advance in writing.

Insurance: Tenants are responsible for insuring their personal belongings. Landlord not responsible for any losses.

Good Neighbor Policy: It is important that our Tenants be respectful of other Tenants, and the Burlington community at large. We all live in this community and rely on each other to make Burlington an amazing place to live.

We are excited to have you as a part of our Green Castle Group community.

If you are interested in a unit, please email info@greencastlegrp.com.