



**TENANT LEASE MEETING CHECKLIST**  
**ITEMS REQUIRED AS A CONDITION TO MEETING**

The following is a checklist of items that we ask that you review in detail and complete prior to the initial lease meeting. Our relationship with our tenants and our community is important to us. The lease meeting forms the foundation of that relationship.

1. **The Lease**. Review the lease and supporting documents in detail. This forms the foundation of the expectations we have for each other.
2. **Inform your Parents**. Discuss the lease with your parents to be sure that their questions have been answered. Our relationship is with you, but your parents will want to know. Inform them early on in the process.
3. **Have a business meeting with your fellow tenants in advance of the Lease Meeting**. Discuss all details and the rent and utility expenses with your full group. Make sure there is a meeting of the minds on all details, terms and conditions.
4. **Schedule the Appointment**. Once you have full agreement & wish to proceed to the interview/lease agreement, call to schedule an appointment: (802) 777-8968.
5. **Conditions to Leasing. Bring all of the following to the Lease Meeting:**
  - **Rental Application**. Completed & signed for each tenant
  - **ACH Authorization**. Completed & signed ACH Debit Authorization Form
  - **Security Deposit**. Security deposit check payable to Green Castle Group.
  - **All Tenants** *The lease meeting is a critical first step in forming our understanding. All Tenants must attend in order to lease.*

THE LEASE MEETING IS AT 346 SHELBURNE ROAD, 6<sup>th</sup> FLOOR, IN BURLINGTON  
(The Hickok & Boardman Building)