



**SEMESTER ABROAD SUB-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 Semester Abroad Sub-lease meeting.**

1. **Semester Abroad Sub-Lease Fee.** The tenant must bring a check in the amount of \$300 which is the administrative fee for processing a semester abroad sublease. Make the check payable to Green Castle Group, LLC.
2. **The Semester Abroad Sub-Lease.** Review the semester abroad sub-lease and the underlying lease with your sub-tenant in detail.
3. **Inform your fellow tenants.** Discuss the semester abroad sub-lease with the other tenants in your apartment and have them consent to the sub-lease by signing the consent to sub-lease. Bring that fully executed consent to the sub-lease meeting.
4. **Schedule the Appointment.** Once you have full agreement & wish to proceed to the interview/semester abroad sub-lease agreement, call to schedule an appointment: (802) 777-8968 or e-mail Jess at Jess@greencastlegrp.com
5. **Conditions to Semester abroad Sub-Leasing.**

**Bring all of the following to the Sub-lease Meeting:**

- **Rental Application.** Completed rental application, signed by sub-tenant
- **Security Deposit.** Sub-tenant must pay a security deposit equal to one month's rent, payable to Green Castle Group, which is held for the benefit of the tenant.
- ***Attendance by Both Tenant and Sub-tenant Both the tenant requesting the semester abroad sub-let and the sub-tenant must attend the meeting.***

THE SUB-LEASE MEETING IS AT THE GREEN CASTLE GROUP OFFICE, 269 PEARL STREET,  
BURLINGTON, VT 05401

[www.greencastlegrp.com](http://www.greencastlegrp.com)