

## Apartment Leasing Information

- If you are interested in a Green Castle apartment, please review the following on our website.
  - Rental Application
  - Sample Lease
  - ACH Form
- Units are first come, first serve. The apartment is considered “yours” and taken off the market when we have received the following from you.
  - Leased signed by all tenants.
  - Security deposit received from all of the tenants. Checks made payable to “Green Castle Group”.
  - Completed Rental Application from all tenants
  - Completed ACH forms from all tenants
- Leases are “joint and several”. Meaning all tenants are jointly responsible for meeting the terms of the lease, including rent.
- Rents are automatically drawn from your bank account on or about the first of each month.
- The Landlord is responsible for the following
  - Water/Sewer
  - Routine Maintenance (including snow removal). For maintenance needs, fill out a maintenance request form on our website.
  - Garbage/Recycling
- 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.
  - Gas (Vermont Gas), Electric (Burlington Electric), Cable/Internet (Comcast/Xfinity), Telephone.
- Parking is limited and first come, first serve. Some properties have a parking fee. Please review the parking application on our website for more details.
- Tenants may not make changes to the apartment, including but not limited to,
  - Installing locks on bedroom doors
  - Painting rooms
- **Safety:** All of our apartments meet or exceed city and state codes and regulations. The following are prohibited.
  - Smoking in the buildings
  - Open flames including candles and outdoor grills within 25ft of buildings or other flammable material (including trees/landscaping).
  - Use or sale of illicit drugs
  - Engagement in any unsafe activity
- **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 Apartments
- **Sublets:** Summer sublets are not permitted. Other sublets may be considered, but must be approved by the Green Castle Group.
- **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. Please read this policy in your lease.

If you decide you are interested in a unit, please e-mail Jessica at [Jess@greencastlegrp.com](mailto:Jess@greencastlegrp.com) with all tenants names, email addresses and phone number. She will then email the Lease and all other necessary documents to you to sign, with further instructions. We require an initial security deposit of \$500 which then commits you and us to all the terms of the lease with the balance of the deposit due in 14 days. Or, you can pay the full deposit at the signing of the lease.

