Green Castle Group
Leasing Cheat Sheet
2026-2027

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

- Completed Rental Application from each Tenant
- E-signature lease signed by all Tenants
- Security deposit received from all the Tenants. Checks made payable to "Green Castle Group" or cash
    - 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
    - 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
- Communicate with the Green Castle Group and we'll do the same
- 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 three days before the 1st of each month, with the first month's payment being June 1, 2026
- You will be charged a monthly fee of .99 for all autopayments
- Credit cards are accepted; A 2.99% credit card surcharge is applied

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, Units #1, #2 and #3, natural gas heat
    - 323 Pearl Unit, 101, natural gas heat and electricity
    - 260 College Street, (all units) natural gas heat

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

- Gas (Vermont Gas) – Call 30 days in advance to convert it to your name
- 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

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

Parking: Limited parking is provided for each unit on a paid basis with a Parking Agreement. Most 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
- 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 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 a part of our Green Castle Group community.

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