



UNIT ADDRESS: _____

1. LICENSE AND INSPECTIONS. A valid rental license is required for all rentals. It must be displayed inside the premises. A person who rents out or occupies a rental without a license may be fined a maximum fine of up to \$1,000 per day. All rentals are subject to inspections by the City Housing Compliance Officers.
2. OCCUPANCY LIMITS. This unit is licensed for a maximum of _____ unrelated individuals, family or a domestic unit. This occupancy limit must be displayed on the license and in the lease. Owners and all tenants may EACH be fined a maximum fine of up to \$1,000 a day for over-occupancy.
3. SLEEPING ROOMS. Basements, attics and other rooms cannot be used as sleeping rooms if they do not comply with requirements for windows, square footage, exits and ventilation. These requirements are in place for the health and safety of the tenants. Violators may be fined a maximum fine of up to \$1,000 per day. Under these requirements, using the following areas as a sleeping room is illegal:

T _____ T _____ T _____ T _____
4. PARKING. Park only in designated areas. Parking on the lawn, over the sidewalk, or on the street from 2 a.m. – 5 a.m. is illegal and subject to tickets and fines.

A. This unit has _____ legal parking spaces, as shown on the attached parking plan.

B. This unit is in a neighborhood **with** **without** (CIRCLE ONE) permit parking.
5. TRASH AND RECYCLING. Owners must supply approved containers and covers for trash, and provide approved storage where trash remains until weekly pickup. Owners and/or tenants shall properly store, remove, and dispose of all trash/litter and recyclable items. The owner shall provide a City of East Lansing recycling bin and a 96 gallon Easy Cart for every 4 renters where the City provides recycling and trash service. The City will collect one 30-gallon trash bag or one 32-gallon can per week where an Easy Cart is not required. All other trash must be in City trash bags available at City Hall, the Department of Public Works and local stores. Trash must be placed at the curb for pickup and shall not be set out earlier than 7:00 p.m. the evening before scheduled pickup. Easy Carts and containers must be brought in from the curb by 10:00 a.m. the day after pickup. Responsible party should check and initial.

All trash must be stored in animal proof (not bags) containers and may not be stored in the front of the house. Indoor furniture is not permitted outside.

Trash Removal from Storage Area to Curb for Pickup: 9 Owner 9 Tenants

Trash and Recycling Service provided by: 9 Owner 9 City
6. NOISE OR PUBLIC NUISANCE: Penalties for noise violations may result in civil and criminal fines up to a maximum of \$1000 and up to 90 days in jail. A property is a public nuisance if it is violation drug, liquor, public health, safety or welfare laws. The penalties are substantial and may include eviction and forfeiture of personal property, and may result in restrictions or revocation of the rental license. **Any violation of East Lansing City Code may be deemed a public nuisance.**
7. PARTY LITTER. Bottles, cans, cups, kegs, food wrappers or containers left in yards for more than eight hours from the time a litter violation notice is posted on the property or no more than 2 hours if personally served is a municipal civil infraction, punishable by a maximum fine of up to \$1,000. The violation notice is issued to the property's occupants.



8. SNOW SHOVELING/GRASS CUTTING/LEAF RAKING. Grass must be shorter than 6 inches. Sidewalks must be shoveled within twenty-four hours after the last snowfall. Violators may be fined. Appropriate tools must be provided by the property owner to the tenants if any of the following responsibilities are assigned to the tenants. Responsible party should T and initial.
- | SNOW SHOVELING | GRASS CUTTING | LEAF RAKING |
|------------------------|------------------------|------------------------|
| 9 Owner 9 Tenants | 9 Owner 9 Tenants | 9 Owner 9 Tenants |
9. PETS. Pets **are** **are not** (CIRCLE ONE) allowed in this unit. Dogs must be licensed at Ingham County Animal Control (517/676-8370). Pets must not be kept in the front yard. Pets must be kept in a clean area. Pets that are not licensed or properly cared for may be impounded. Dogs must always be confined or on a leash.
10. NEIGHBORHOOD ASSOCIATION. Most areas of the City have active Neighborhood Associations. Your unit is in the _____. Call City Hall at (517) 337-1731 to contact a representative in this group.
11. LEGAL AGENT. This unit may have a legal agent, someone to whom the owner legally assigns responsibility for all aspects of managing this unit. This unit **does** **does not** (CIRCLE ONE) have a legal agent.

Agent Name: _____

Address: _____ Phone: _____

Under City Code, responsibility for trash removal and property maintenance are assigned to the property owner. However, under terms of this lease, and as noted in this addendum, specific responsibility may be assigned to the tenants.

We, the undersigned owner, legal agent, and tenants, have read the addendum, checked and initialed the addendum in the spaces indicated, circled items indicated, and filled in the blanks with the correct information.

TENANT SIGNATURE(S) AND DATE:

_____/_____/_____/_____/_____/_____
_____/_____/_____/_____/_____/_____
_____/_____/_____/_____/_____/_____

OWNER SIGNATURE AND DATE:

LEGAL AGENT SIGNATURE AND DATE:

_____/_____/_____/_____/_____/_____
_____/_____/_____/_____/_____/_____