

INSTRUCTIONS FOR FILLING OUT THE EAST LANSING ADDENDUM

Print out this document, and set it aside for reference. Then open the document called, elansing.pdf. If you're going to fill it out with a pen, then just print out a couple of copies. If you're filling it out on your word processor, then leave it open. Follow the simple, numbered instructions in the example lease below.

1 - Fill in the address of the rental unit. If you're using your word processor, just backspace over the line and type it in.

2 - Fill in the number of individuals that the unit is licensed for.

3 - If any of the areas of the residence are illegal for sleeping purposes, such as the attic or basement, fill them in, in these spaces.

4 - Fill in the number of legal parking spaces that the rental unit has.

5 - If the rental unit is in a neighborhood that requires permits for parking, then circle the word, "with, and, if not, circle the word, "without."

6 - If the owner puts the trash out by the curb for pickup, then put an X or check mark in the first space. (If you're using your word processor, just click your mouse in the box.) If the tenant does it, then check the second space.

7 - If the owner does the recycling for the unit, then put a check mark or X in the first space. If the city provides the recycling service, then check the second space.

8 - Here, you're indicating who does some basic maintenance, such as shoveling snow and raking. If the owner is responsible for those chores, then put check marks or Xs in those spaces. If the tenant is responsible, check those spaces.

9 - If pets are allowed in the unit, then circle the word, "are." If they're not allowed, then circle the words, "are not."

10 - If the rental unit is located within a neighborhood association, fill in the name here.

11 - If the rental unit has a legal agent, such as a manager or rental agent, then circle the word, "does," and fill in the agent's name and address below. If the unit doesn't have an agent (in other words, the owner takes care of everything his/her self) then circle the words, "does not," and leave the lines underneath blank.

12 - Check it over carefully and if everything looks alright, then print out two copies. The owner/agent and the tenants should sign both copies, and each party keeps one.

EAST LANSING LEASE ADDENDUM

UNIT ADDRESS: _____ 1 _____

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 2 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:

3 3 3
3

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 4 legal parking spaces, as shown on the attached parking plan.

B. This unit is in a neighborhood **with 5 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 and 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 when not in use.

Trash Removal from Storage Area to Curb for Pickup: 6 Owner Tenants

Trash and Recycling Service provided by: 7 Owner City

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_____/____/____
_____/____/____
_____/____/____
_____/____/____
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**OWNER SIGNATURE AND DATE:
SIGNATURE AND DATE:**

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LEGAL AGENT

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