

# East Lansing Lease Addendum



City of East Lansing  
Code Enforcement & Neighborhood Conservation  
410 Abbot Rd., Second Floor  
East Lansing, MI 48823  
Ph. 517 319-6857  
Website: cityofeastlansing.com

**UNIT ADDRESS:** \_\_\_\_\_

**LICENSE AND INSPECTIONS.** A current valid rental license is required for all rentals and 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 City code enforcement personnel.

**OCCUPANCY LIMITS.** This unit is licensed for a maximum of \_\_\_\_\_ unrelated individuals or a family. This occupancy limit must be displayed on the license and stated in the lease. Owners and all tenants may EACH be fined a maximum fine of up to \$1,000 each day of over-occupancy.

**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:

√ \_\_\_\_\_ √ \_\_\_\_\_ √ \_\_\_\_\_ √ \_\_\_\_\_

**PARKING.** Park only in designated areas. Parking on the lawn, over the sidewalk, or on the street from 2 a.m. to 6 a.m. is illegal and subject to tickets and fines.

This unit has \_\_\_\_\_ legal parking spaces, as shown on the attached parking plan.

This unit is in a neighborhood **with** **without** (CIRCLE ONE) permit parking.

**TRASH AND RECYCLING.** The owner shall provide a City of East Lansing 96 gallon Easy Cart for every 4 renters where the City provides recycling and trash service. Owners and/or tenants shall properly store, remove, and dispose of all trash/litter and recyclable items. 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 8:00 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. Recycle bins are available for purchase from the department of public works. Responsible party should check and initial below.

All trash must be stored in an easy cart and may not be stored in front of the house.  
Indoor furniture is not permitted outside.

Responsibility of trash Removal from Storage Area to Curb for Pickup:  Owner  Tenants

Trash and Recycling Service provided by:  Owner  City

**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 in violation of 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.**

**FIREWORKS:** No person shall ignite, discharge, or use consumer fireworks on public property, including streets, sidewalks and public parks, at any time. No person shall ignite, discharge, or use consumer fireworks on private property except on the day preceding, the day of, and the day after a national holiday. Violations are punishable by a fine up to \$500 and/or 90 days in jail.

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**PARTY LITTER.** Bottles, cans, cups, kegs, food wrappers, containers, and other waste materials left in yards can be ticketed following a tiered system (\$50 on the first offense, up to \$400 on the fourth) and could lead to conditions being imposed on the rental license if there are five or more tickets. The violation notice is issued to the occupants of the property.

**SNOW SHOVELING/GRASS CUTTING/LEAF RAKING.** Grass must be shorter than 6 inches. Sidewalks must be shoveled by midnight if the snow accumulates before noon, if it accumulates after noon it must be cleared by midnight of the following day. 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 check and initial.

SNOW SHOVELING	GRASS CUTTING	LEAF RAKING
<input type="checkbox"/> Owner <input type="checkbox"/> Tenants	<input type="checkbox"/> Owner <input type="checkbox"/> Tenants	<input type="checkbox"/> Owner <input type="checkbox"/> Tenants

**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.

**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.

**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 AND/OR LEGAL AGENT SIGNATURE AND DATE:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_