

INSPECTION NOTICE



36693 Moravian Drive
Clinton Township, MI 48035

Tenants

East Lansing, Michigan 48823

Dear Tenants:

Once a year East Lansing schedules a formal inspection of the place you have rented. This annual event helps to ensure proper housing conditions for students. If all goes well on the inspection, you will not have to pay costly fines. **The date for your home's inspection is _____, at __:00 or later.**

Though you may choose to attend, should no one be at home, Gutow Management's representative will use a key to enter. **EVERY BEDROOM MUST BE UNLOCKED FOR THE INSPECTION.**

The following are specific steps to take before the mandatory inspection:

- 1. Leave every bedroom unlocked on the day of the inspection.**
2. Clean the place including kitchen and bathroom and laundry area.
3. Pick up inside. Floors and hallways must be free from clutter.
4. Pick up outside. Rake the leaves/shovel the snow. Remove all litter.
5. Do not remove the smoke detectors in place when you moved in.
6. Check those batteries! Every smoke detector must work.
7. Check every light bulb. Every light socket must have a working electrical bulb. Every bulb must have a cover over it.
8. Do not overload electrical sockets. Multicover electrical wall tap outlet adapters are not legal.
9. You must have no regular extension cords. Use power strips only, surge protection recommended.
10. Cloth (such as wall hangings, bedding, clothing) may not touch electrical fixtures or outlets.
11. Plate covers over electrical, cable, or telephone outlets must not be cracked, broken, or missing.
12. Cable cords, computer cords, telephone cords, etc., must not extend across a floor or across a doorway.
13. Maintain a clear three-foot area around the furnace. Do not store or hang anything inside this area. Nothing may lean on the furnace.
14. You may not have personal refrigerators in bedrooms.
15. The house may have no broken windows nor torn screens.
16. The GFI plugs in kitchen and bathrooms must work.
17. Doors, cabinets, cupboards may have no "punch" holes.
18. The bathroom must have a towel bar as well as a toilet paper holder. Neither one may be broken nor missing.
- 19. Maintain a three-foot clear path from doorway to circuit-breaker box.**

If something needs doing and you cannot do it, call us immediately. Give us time to fix the problem before the inspection. We thank you for your cooperation.

Sincerely,
Gutow Management
517-749-4767