



**Phone number 517-749-4767**

**NOTICE:** MICHIGAN LAW ESTABLISHED RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM LAWYER OR OTHER QUALIFIED PERSON.

***Residential Lease Agreement***

**As Agent For House Address:** \_\_\_\_\_

**Licensed for:** \_\_\_\_\_ **Unrelated or family**

**Premise is to be occupied and all rents to be paid only by undersigned lessee.**

**1. Lease Term:** Beginning \_\_\_\_\_, 20\_\_\_\_  
Ending \_\_\_\_\_, 20\_\_\_\_ 2:00 p.m.

**2. Lessee** agrees to pay rent to Gutow Management for the full lease period, a total amount of \$ \_\_\_\_\_. Rent will be paid on a tri-payment basis. Below shows the rent payment schedule. A check returned from our bank for any reason shall result in a \$50.00 fee and may result in a late fee penalty.

**Rent** is to be paid either online through Landlord's online payment company or by one bank certified check per household and mailed to ...

**Gutow Management  
36693 Moravian Drive  
Clinton Twp., MI 48035.**

**Rent payments** are due as follows:

**Move in \$ \_\_\_\_\_, Dec. 1<sup>st</sup> \$ \_\_\_\_\_, April 1<sup>st</sup> \$ \_\_\_\_\_.**

Rent is considered paid on time if the envelope is post marked on or before the due date. **If any single tri-payment of rent is paid after the due date, Lessee will be charged a \$300 late fee.** Late rent could subject the Lessee to eviction proceedings and liability for damages. **Also, the expense of any Tenant/Guest-related damages shall be reimbursed in addition to the next installment of rent on or before the next rent installment is due.**

Any monies received by the landlord are applied, first, to past due rent; second, to other outstanding balances, late fees and other charges; and then, lastly to the current installment rent due.

**3. Security Deposit:** Lessee agrees to pay \$ \_\_\_\_\_, which sum shall be a good faith deposit and be retained on date the lease is signed. The good faith deposit will become a security deposit upon occupancy and the receipt of the first tri-payment's rent. The landlord holds the security deposit for the Lessee's performance of all the terms of this lease. The security deposit shall not, under any circumstances, be applied by the tenant for the payment of rent or any other obligation of the tenant under this lease.

**Trash Fee:** Lessee pays at time of lease signing a one-time fee of \$95.00 for East Lansing trash pickup. The fee goes towards per unit. Example if duplex each unit pays fee. If house has 6 people = 2 EZ CART Fees.

**4. A prepaid non-returnable cleaning fee** of \$ \_\_\_\_\_ will be paid separate from security deposit on the date of the lease signing.

**5. Joint rental responsibility:** The term "lessee" as used herein shall mean "lessees" whenever this agreement is jointly and severally liable for rental payments and that each lessee shall be individually liable for any and all rental payments and all lessees shall be liable for all payments due. This means that each person is responsible for his or her individual obligations, but also for the obligations of all other tenants. This includes paying rent and performing all other terms of the lease. A judgment entered against one or more Lessee(s) does not bar an action against the others.

**6. House manager:** Gutow Management requires that the Lessees designate a house manager. This house manager will be responsible for handling all moneys pertaining to the house. The house manager is responsible for paying the full amount of security deposit, paying the full amount of rent payments, and receiving of refund from any security deposit return. **Your house manager is** \_\_\_\_\_

**7. Occupancy:** Only the persons who sign this lease may reside at the premise. If more than \_\_\_ persons occupy the premises, the landlord may terminate this tenancy. The city of East Lansing housing and code enforcement may fine violators \$1,000 per day for over-occupancy.

**8. Sleeping rooms:** Basements, attics, and other rooms must not be used as sleeping rooms if they do not comply with the local ordinance for windows, minimum square footage, exits, and ventilation.

**9. Pets:** NO PETS OR VISITING PETS. A \$100.00 charge will be made for every day a violation occurs, to be paid within 7 days of notification; lessee will forfeit security deposit and may be evicted if they have a pet.

**10. Entry:** At reasonable times prior to the termination of this lease, the landlord may enter the premises for purpose of inspection, cleaning or repair or to show the same to prospective new tenants.

**11. Utilities:** Lessee shall furnish utilities of electric, gas/oil, water and sewage. The landlord shall not be liable for damages for failure to furnish utilities or service occasioned by strikes, breakage of equipment, failure of source of supply, acts nature, or by of any act or cause beyond the control of the landlord. Rent will not be adjusted due to failure of equipment where such is beyond the landlord's control. Landlord is not responsible for phone, cable or internet outlets. Lessee will provide and install light bulbs.

**EVEN IF LESSEE MOVES OUT EARLY, ALL UTILITIES MUST REMAIN ON AND IN TENANT'S NAME UNTIL LEASE ENDS ON \_\_\_\_\_**

**12. Smoke Detectors:** Maintenance is the responsibility of the lessee including battery replacement.

**13. House Maintenance:** The Lessee shall maintain the yards and walks of the premises surrounding the dwelling unit, controlling litter, raking leaves, and removing of snow from the walks and drives, and disposing of waste. Any fines issued to Gutow Management due to house maintenance neglect by the Lessee shall be passed onto Lessee to be paid within 7 days. Stoddard townhouses exclude lawn mowing and snow removal from drive.

**14. Plumbing:** The water closets, basins and other plumbing fixtures shall not be used for any purpose other than for those for which they were designed; no tampons, sweepings, rubbish, rags or any other improper articles shall be thrown into them. Any damage resulting from misuse of such facilities shall be paid within 7 days by the Lessee, including payment for professional plumber. Water leaks, especially running toilets, can result in large water bills quickly. Please notify us. **Landlord/homeowner** will not be responsible for these water bills.

**15. Alterations:** Lessee must not alter the premises without written consent from landlord (painting, wallpapering, installing locks, putting up or knocking down walls, etc.) Lessee may not install or use any additional major appliances such as washers, dryers, freezers, refrigerators of any size, portable dishwashers, window air conditioners, etc.

**16. Furnishings:** Only those furnishings belonging to the owner now in the unit will be provided. Furnishings will not be repaired or replaced except for appliances owned by landlord. The house is to be left empty of all Lessees' belongings and furniture by end of lease period.

**17. Sublet Non assignment:** The Lessee agrees not to lease, sublet or assign any part of said premises without the advanced written consent of landlord. A property shall not be sublet by more than 50% of those who signed the lease.

**18. Screens and Storms windows:** Storms and screens will be provided where needed. Lessees must immediately pay the repair costs as additional rent. If Lessees fail to do so, landlord may take legal action to recover any unpaid rent.

**19. Parking:** Automobiles of Lessees must be allowed to park in parking areas before any guests park their cars.

**20. Tickets / P.A.C.E.:** Any fee, ticket, re-inspection charge, etc., charged to landlord by the City for any Lessee-controlled problem will be paid by Lessee within 7 days of being notified of said charge. Lessee will pay landlord \$50 to inspect the property after receipt of a P.A.C.E. violation notice on the premise. Lessee will pay landlord an additional minimum of \$35.00 to correct any trash/litter remaining on the property.

**21. License suspended:** Lessees agree that if their actions (or the actions of their guests) cause this unit's license to be suspended, revoked, or to have terms and conditions imposed by the city, tenants will move out of the unit and continue to pay full rent until the license is fully restored. Any conviction for a civil infraction noise violation will result in a \$500.00 charge to the lessees. There will be a \$750.00 charge to the lessees if convicted of a misdemeanor noise violation. Upon occupancy, existing terms and conditions apply to lessees.

**22. Repairs due to Lessee's negligence/Lessee's loss:** The landlord and its employees or agents or any of them shall not be responsible or liable to the lessee for any loss or damage that may be occasioned by or through the acts or omissions of other lessee, their guests or invitees, occupying any other part of the building of which the said rented premises are a part, or of persons who are trespassers in said building or for any loss or damage resulting to the lessee or his property from bursting, stoppage, backing up or leaking of water, gas, electricity or sewers or caused in any other manner whatsoever.

**Mold prevention:** Tenants must maintain a clean environment. Landlord must be notified if all tenants are planning to leave the house for more than a week time frame. Landlord must be notified and all doors to each bedroom door must be left open to allow for air flow. **RESIDENT FURTHER AGREES** to indemnify and hold harmless Owner and Owner's management agents from any suits, actions, claims, losses, damages, and expenses (including attorney's and court costs and any mold test asked to be performed ) and any liability whatsoever that Owner and/or its management agents may sustain or incur as a result of Resident's failure to comply or perform with the obligations set forth above or as the result of intentional or negligent action or failure to act on the part of Resident or any other person living in, occupying, or using the Premises.

**23. Lessee is advised to procure a renter's insurance policy,** which policy shall contain a waiver of subrogation clause as applies to the landlord. Renter's insurance covers renter's possessions against all hazards. Landlord shall not be liable to Lessee or invitees for any loss to person or to personal property whatsoever which Lessee or invitees may sustain by way of damage to personal property growing out of any cause or causes whatsoever, including by way of example, without limiting the generality of the foregoing, loss suffered by fire, regardless of origin, loss from insects, bats, rodents, vermin, wildlife, or bugs of every kind and description and loss from wind, rain or other elements. Landlord, further, is not responsible for theft, vandalism, or mysterious disappearance of Lessee's or guest's property.

**24. Pipe Freeze Prevention:** If Lessee plans to be away from the premises for any length of time, the heat must be left on during the cold season and windows closed to avoid broken pipes and water damage. If Lessee fails to comply, Lessee is responsible for all damages resulting.

**25. Remodel:** Landlord may remodel during regular business hours with no reimbursement to Lessees.

**26. Renew lease:** Properties where any existing lessees have re-signed: said property **will not be** painted, cleaned, or have the carpets steam cleaned by landlord.

**27. Keys/Locks:** Lessee will receive \_\_\_\_\_keys from landlord. On or before termination of this lease, Lessee must return all keys or lessee will be charged \$150 for changing the locks. If Lessee loses the key or gets locked out of the premises, Landlord will provide an entry to the premise during normal business hours. Lessee must never gain entrance to premises by force through a window or door, or otherwise without a key. Lessee must not change or add exterior locks without landlord's written consent. Landlord does not provide bedroom locks. Previous tenants may have left a lock and may or may not have left keys. Lessee should plan to install his own new lock and to have an extra key to hide in case of accidental lock out.

**28.** If the Lessee shall be unable to enter into and occupy the premises hereby leased at the time above provided, by reason of said premises not being ready for occupancy, or by reason of the holding over of any previous occupant of said premises, or as a result of any cause or reason whatsoever, the landlord shall not be liable in damages to the Lessee, but during the period the Lessee shall be unable to occupy said premises as herein before provided, the rent therefore shall be abated. The landlord shall be the sole judge when premises are ready for occupancy.

**29. Furnace filters:** Furnace filters shall be supplied by Lessee and Lessee shall change said filters at proper intervals.

**30.** Lessee has read and agrees to abide by this lease and acknowledges that violation of any provision in this agreement is sufficient to give rise to landlord's right to take all legal actions provided for by the laws of the state.

**31.** Lessee acknowledges that prior to signing this Lease, Lessee has received and reviewed a copy of the *Lead-Based Paint Landlord's Disclosure Form*, a copy of the Lease, Security Deposit Information Notice, and the East Lansing Lease Addendum.

**32. Fire pits and BBQs:** Fire pits are not allowed. Subject to fine by City of East Lansing P.A.C.E., BBQs must be kept away from the house. Any damage resulting from BBQs is Lessee responsibility.

**33. Condition of Premises at beginning of Lessee's occupancy:** Lessee acknowledges receipt of a blank inventory checklist. Lessee must complete checklist with landlord at time of move in of the premises. Except for those items specifically noted by the Lessee in detail on the inventory checklist, Lessee accepts the premises, appliances and furnishings, in good condition. The inventory checklist is used only to assess damages and is not a warranty of promise by landlord that any item listed on the checklist but not present on the premises will be provided.

**Landlord videotapes the house before Lessee's occupancy to document house condition.**

**34. During the Lessee's Term:** If the tenant fails to keep the house and yard clean, the landlord may enter the house and yard and clean them and bill as added rent to the tenant for the actual cleaning expense.

**35. End of Lease Term:** When the term ends, Lessee must promptly vacate the premise, remove all personal property, return all keys, dispose of all trash and leave the premises clean including all cupboards, closets, appliances, etc. To ensure a return of full security deposit, Lessee must have paid in full all bills, including water, electric, and gas. Landlord suggests 2 weeks before move-out date to call all corresponding numbers to inform of lease specified move-out date and need to finalize all remaining balances and to close out account on the move-out date. **House manager must provide his/her name and forwarding address on a self-addressed, stamped envelope.**

**36. Breach of Lease and Right to Re-enter and Re-gain Possession:** If Lessee fails to pay rent or violates any other term of this lease, landlord may terminate the tenancy, re-enter the premises, and regain possession in accordance with the law.

**37.** Lessee has read and agrees to abide by this lease and acknowledges that violation of any provision in this agreement is sufficient to give rise to landlord's right to take all legal actions provided for by the laws of the state.

**is dated :** \_\_\_\_\_

**Each person who signs it acknowledges, by his or her signature, that he or she has read it, understands it, and voluntarily agrees to it. Further, each person is mentally competent and 18 years or older.**

**Landlord's Signature** \_\_\_\_\_

**Tenant's Name Printed      Tenant's Signature      Tenant's cell phone      Parent's/Guardian's home phone**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## ADDENDUM TO RENTAL/LEASE AGREEMENT

### (Mold/Moisture Disclosure Statement)

There are no established guidelines for unacceptable air quality caused by mold. Mold is a naturally occurring phenomenon. Mold and/ or mildew should be cleaned as soon as it appears. Mold and/or mildew growth can often be seen in the form of discoloration. The different colors of mold range from white to black, including, but not limited to, green, gray, brown, orange, yellow and other colors. Your housekeeping and living habits are an integral part of the ability of mold to grow. In order for mold to grow, water and/or moisture must be present.

RESIDENT AGREES to maintain the Premises in a manner that prevents the occurrence of mold or mildew growth within the Premises. In furtherance of such obligation, RESIDENT AGREES TO PERFORM THE FOLLOWING:

1. To keep the Premises free from dirt and debris that can harbor mold;
2. To inspect the Premises regularly for the indications and sources of indoor moisture;
3. To immediately report to management any discoloration evidenced on walls, floors, or ceiling and/or any water intrusion, such as plumbing leaks, drips or flooding;
4. To not air dry wet clothes indoors;
5. To always utilize stove hood vents when cooking items that may cause steam;
6. When showering/bathing, to always utilize the bathroom fan and to notify management of any nonworking fan;
7. To water plants outdoors;
8. To notify management in writing of overflows from bathroom, kitchen or any other water source facilities, especially in cases where the overflow may have permeated walls, flooring or cabinets;
9. TO IMMEDIATELY WIPE DOWN ANY WATER OR CONDENSATION THAT APPEARS AND/OR DEVELOPS ON ANY AREA OR ANY SURFACE;
10. To clean upon first appearance, any mildew from condensation on window interiors, bathroom & kitchen walls, floor and/or ceilings. Cleaning is done with common household bleach. Mixture is one part bleach to 10 parts water. You may add a little dish soap to the water mixture to cut any dirt and oil on the surface you are cleaning that may hold mold. Do not add other cleaning chemicals, especially ammonia. Dispose of any rags or sponges used to clean the mold in a sealed bag;
11. TO REPORT TO MANAGEMENT IN WRITING AND VERBALLY THE PRESENCE OF ANY MOLD GROWTH on surfaces inside the Premises;
12. To allow management immediate entry to the Premises to inspect and make necessary repairs in the event mold or water intrusion is present;
13. To use all reasonable care to close all windows and other openings in the Premises to prevent outdoor water from penetrating into the interior unit;
14. To clean and dry any visible condensation/moisture on windows and window tracks, walls and other surfaces, including personal property as soon as reasonably possible. Condensation on windows indicates that fresh air is not being circulated in the home to prevent moisture buildup. Open your windows and air out your home for short periods of time to keep fresh air present. Excessive running of your heater will cause condensation in your home;
15. To maximize the circulation of air by keeping furniture away from walls and out of corners;
17. In addition to the above, Resident further agrees to perform all responsibilities set forth in the MOLD/MOISTURE DISCLOSURE STATEMENT.

**RESIDENT FURTHER AGREES to indemnify and hold harmless Owner and Owner's management agents from any suits, actions, claims, losses, damages, and expenses (including reasonable attorney's and court costs and any mold testing asked to be performed) and any liability whatsoever that Owner and/or its management agents may sustain or incur as a result of Resident's failure to comply or perform with the obligations set forth above or as the result of intentional or negligent action or failure to act on the part of Resident or any other person living in, occupying, or using the Premises.**

Resident hereby certifies that Resident has read the MOLD/MOISTURE DISCLOSURE STATEMENT, and has read and understood the contents of this ADDENDUM, and has received a duplicate copy.

**Signature**

**Date**

(1)

(2)

(3)

(4)

(5)

(6)\



Gutow Management's Landscape and Lawn Mowing Waiver and  
RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT

The undersigned, (hereinafter referred to as "TENANT") whose address is \_\_\_\_\_ (hereinafter referred to as "PREMISES") hereby remises, releases, and discharges \_Gutow Management\_ of and from any liability whatsoever hereafter arising from loss, damage, or injury caused as a result of or in connection with Landlord's, Tenant's, or his/her agent mowing the lawn and/or landscape maintenance of the premises.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature:

Date:

1.

2.

3.

4.

5.

6.



### **Over Occupancy**

**GUTOW MANAGEMENT WANTS TO BE CLEAR NOW SO THERE ARE NO HARD FEELINGS IF OVER OCCUPANCY IS BROUGHT TO OUR ATTENTION. WE WILL NOT CONDONE OVER OCCUPANCY OR ILLEGAL USE OF SPACE. ANY INDICATION OF SUCH USE WILL PROMPT A COMPLAINT LETTER TO THE CITY OF EAST LANSING & CODE ENFORCEMENT. \$1000 A DAY FINES MAY BE ASSESSED AGAINST EACH TENANT FOR EVERY DAY A VIOLATION OCCURS.**

FYI: This is how clever the city and others have gotten to catch over occupancy ...

1. More cars parked overnight than a property is licensed for on a consistent basis.
2. More names on the mail box than the property is licensed for.
3. Utilities in the name of people not on the lease.
4. Paying rent with more checks than the property is licensed for.
5. Rent check that implies the rent is being divided by more people than the property is licensed for.
6. Too many beds setup or being stored in the property or illegal use of non-habitable space.
7. Requests for maintenance by people at the property that are not on the lease.
8. Monitored utility bills by the utility companies/city/landlords.

Signature \_\_\_\_\_ Date

1:

2:

3:

4:

5:

6:

## Lead Paint Disclosure

HOUSING RENTALS & LEASES Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards Lead Warning Statement Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known leadbased paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead-based poisoning prevention.

Lessor's Disclosure (initial) (a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

☒ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check one below): ☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

☒ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing. Lessee's Acknowledgement (initial) ☒

(c) Lessee has received copies of all information listed above. ☒

(d) Lessee has received pamphlet Protect Your Family from Lead Agent's Acknowledgement (initial) None Certification of Accuracy The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided is true and accurate.

Lessor \_\_\_\_\_

Lessee \_\_\_\_\_ Lessee \_\_\_\_\_

Lessee \_\_\_\_\_ Lessee \_\_\_\_\_

Lessee \_\_\_\_\_ Lessee \_\_\_\_\_



## East Lansing Lease Addendum

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 without 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.

City of East Lansing

Code Enforcement & Neighborhood Conservation

410 Abbot Rd., Second Floor

East Lansing, MI 48823

Ph. 517 319-6857

Website: [cityofeastlansing.com](http://cityofeastlansing.com)

**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	
Owner	Tenants	Owner	Tenants	Owner	Tenants

PETS. Pets are not 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 not 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:

\_\_\_\_\_

# RENTAL APPLICATION GUTOW MANAGEMENT

Applicant Name:

Telephone #

Driver's License #

Current Address

Parent's / Guardian's Current Address

Parent / Guardian Phone Number

Are you 18 or Older?

We collect rent of a Tri- Payment basis.

Notice to Applicant: An investigative consumer report may be obtained containing information about your credit, personal characteristics, and/or mode of living from consumer reporting agencies or other sources. Upon submission of this application, I authorize the lessor to investigate my credit report and rental history, to the extent allowed by law, and to obtain information from consumer reporting agencies, employers, landlords, or other sources.

## PLEASE SIGN BELOW

Applicant's Signature:

Date

## RENTAL APPLICATION GUTOW MANAGEMENT

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Telephone #

Driver's License #

Current Address

Parent's / Guardian's Current Address

Parent / Guardian Phone Number

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Date

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Date

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Current Address

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Parent / Guardian Phone Number

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Applicant's Signature:

Date

## RENTAL APPLICATION GUTOW MANAGEMENT

Applicant Name:

Telephone #

Driver's License #

Current Address

Parent's / Guardian's Current Address

Parent / Guardian Phone Number

Are you 18 or Older?

We collect rent of a Tri- Payment basis.

Notice to Applicant: An investigative consumer report may be obtained containing information about your credit, personal characteristics, and/or mode of living from consumer reporting agencies or other sources. Upon submission of this application, I authorize the lessor to investigate my credit report and rental history, to the extent allowed by law, and to obtain information from consumer reporting agencies, employers, landlords, or other sources.

PLEASE SIGN BELOW

Applicant's Signature:

Date

## RENTAL APPLICATION GUTOW MANAGEMENT

Applicant Name:

Telephone #

Driver's License #

Current Address

Parent's / Guardian's Current Address

Parent / Guardian Phone Number

Are you 18 or Older?

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PLEASE SIGN BELOW

Applicant's Signature:

Date





**Request to sign a lease without full licensed number**

Despite the fact that we have less than the legal number of tenants, we have requested to sign the lease with Gutow Management for

\_\_\_\_\_, East Lansing, Michigan, 48823,

Dating from \_\_\_\_\_ to \_\_\_\_\_.

We are paying the full security deposit as well as the cleaning fee and trash fee at the time of our lease signing on today's date:

\_\_\_\_\_.

We understand that if and when we find (a) future housemate(s) up to the legal licensed total number without over occupancy, we will contact Gutow Management to have the new tenant(s) sign.

We, further, affirm that we understand the terms of the lease, that it is a joint and several tenancy, and that we are legally bound to pay the full lease amount of \$\_\_\_\_\_ as well as the full utilities and any other rents and damages that may accrue, even if we do not add (an) other signer(s) to the lease.

\_\_\_\_\_ Tenant's signature \_\_\_\_\_ Date

\_\_\_\_\_ Tenant's signature \_\_\_\_\_ Date

\_\_\_\_\_ Tenant's signature \_\_\_\_\_ Date

\_\_\_\_\_ Tenant's signature \_\_\_\_\_ Date

\_\_\_\_\_ Tenant's signature \_\_\_\_\_ Date

\_\_\_\_\_ Tenant's signature \_\_\_\_\_ Date



### **Gutow Management's Written Clarification For Rollovers**

The purpose of this written request is to permit uninterrupted residence for continuing tenants and to allow early occupancy for new tenants.

In order to occupy during the transition days, Tenants select to GIVE UP Gutow Management's normal August cleaning and painting procedures at \_\_\_\_\_, East Lansing, MI 48823.

Further, Tenant understands and agrees that without a usual 24-hour notice Gutow Management and its representatives will likely enter for normal maintenance and safety concerns, such as a professional furnace inspection during that two week period.

If a new tenant replaces an original member on the lease, to ease the transition and to assure fair charges to exiting and entering tenants, Gutow Management requires a "walk-through" to determine as much as possible any necessary repairs.

When it comes to cleaning, the new tenant is agreeing to the house is as is, along with the existing group, is agreeing to no cleaning or painting is to be performed and is tenant is responsible for all necessary cleaning to be done by scheduled move out date.

When it comes to painting, the new tenant is taking the house as is.  
No new painting will be done, however, because tenant has agreed to take the house as is.

Should Tenants desire to pay for their own cleaning during these two weeks or at any time during the year, Gutow Management will assist Tenants in contacting a professional house cleaner, carpet cleaner, etc. The continuing tenants must disclose any issues which have arisen before any new tenants enter to ensure the best housing conditions for all and the fairest financial settlements.

One copy is to be signed for tenants' record and another for Gutow Management.

We also encourage everyone signing this form to inform their parents so there are no surprises.

Signature:

Date: