

Hagan Realty Inc.

927 E. Grand River Ave. Suite 11 East Lansing, MI 48823
(517)351-0765 www.hrrentals.com

Total Security Deposit	_____
Cleaning Fee	_____
Total	_____
Paid @ signing	_____
Amount Due	_____

Office Hours: The office is open by appointment only. Typically open M - F 8 a.m. - 5 p.m. Please call for an appointment. For emergencies: (517)290-4284 (not a 24HR service). Minimum fee of \$30 is due at time of service for lock outs.

Utilities: The utilities will be turned off without notice if they are not in a lessee's name upon key pick-up.

Electric: Board of Water & Light (517)702-6006 Gas: Consumers Energy 1-800-477-5050

Water: City of East Lansing 337-1731 (HRI will transfer this bill to a lessee's name)

You may not attach a satellite dish to the house or any structure on the property.

Utilities must remain in lessee's name the entire lease period. If service is taken out of lessee's name lessees are responsible for reconnect and administration fees as well as any bill while service was in lessor's name.

Trash/ Recycling: (East Lansing properties only) You must use the Easy-Carts. The Easy-Cart must have the side with "HRI RENTALS" facing the street in order to be picked up. Contact us if you do not have a trash container. Additional trash requires yellow city bags (available at City Hall and some grocery stores). Do not leave trash outside in bags; outside trash must be stored in a rigid container beside or behind the house - fines start at \$175 per tenant. Go to <http://www.cityofeastlansing.com/331/Refuse-Collection> for recycling info. Trash/recycling containers may not be placed at the curb before 8 p.m. the night before your trash day. They must be retrieved by 10:00 a.m. the day after your trash day according to City Ordinance. Trash is picked up weekly, while recycling is picked up every other week. See the above link for the pick-up schedule. Contact us immediately if there are items left by the previous tenants or you will be responsible for them. The City has special pick-up for large items - contact Public Works at 337-9459 to make arrangements.

Inspections: All properties are inspected once a year. You will receive a letter/email from us ahead of time with regards to the time and date of your inspection as well as what you need to do to prepare for it. City inspectors may wish to inspect your home without an appointment. It is your right to deny them entry; however, they can get a warrant. You may ask them to contact your landlord to make an appointment and we will answer their questions.

Rent: **MAKE CHECKS PAYABLE TO HAGAN REALTY, INC.** and send it to the address indicated above. Please put your address on the memo line of your check. Rent may also be paid online through our website. Online payments are subject to a third-party convenience fee. E-check and credit card options are available.

Locks: **DO NOT INSTALL YOUR OWN LOCK.** We will install a bedroom lock for \$20/door to remain when you move out. There will be a \$50/lock charge for locks not issued by HRI and non-HRI locks will be removed.

Walls: Please **DO NOT** use two-way stickers or tape on the walls or you may be charged. Poster putty comes off better, saving you money. 3M products are a good alternative to nails, screws, and two-way tape.

Paint: **DO NOT PAINT.** No painting is allowed per your lease. Contact us if something needs painting.

Checklist: Complete your Inventory Checklist & returned it to our office within **7** days of picking up keys. 2 copies w/ lease.

Storm/ Screens: If there are combination storm/screens on the windows, do not remove the screen or storm part; push it up to store it in the summer and down in the winter to keep warm air in. Please note any missing or broken storm windows or screens on your Inventory Checklist. Our screen & glass company goes through each property yearly, therefore some screens may be missing at the beginning of the lease. The screens will be repaired and brought back as soon as possible, but you should still note them on your Inventory Checklist.

Lofts: Must meet City Code (36" from top of mattress to ceiling). Check cityofeastlansing.com for details.

Pets: **NO pets or visiting pets are allowed under any circumstances.** A \$100 per day fine is strictly enforced. You may also be evicted and charged for damages.

Couches: Furniture made for indoor use may not be put outside on your porch, balcony, lawn, etc. You will be ticketed by the City (P.A.C.E.) for this violation. P.A.C.E. may ticket you within a few hours of placing the bulk item outside.

Ordinances: Go to www.hrrentals.com/Links.html for utility & ordinance links related to off-campus housing in East Lansing.