

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

Move In Sheet

Office Hours: Office open by appointment only. Typically open Monday – Friday, 8am - 5pm. Please call for an appointment. For emergencies: (517)290-4284 (not a 24 hr service). Minimum fee of \$40 is due at time of service for lock outs.

Utilities: **The utilities will be turned off without notice if they are not in a Lessees name upon key pick-up.**
Electric: Board of Water & Light 517-702-6006 (option 4). Gas: Consumers Energy 1-800-477-5050
Water: City of East Lansing 337-1731 (HRI will transfer this bill to a Lessees name)
Fiber Internet/TV: T-Fiber (formerly Metronet) or Xfinity/Comcast are the most common options.
You may not attach a satellite dish to the house or any structure on the property.
Utilities must remain in Lessees name the entire lease period. If service is taken out of Lessees name, Lessees are responsible for reconnect and administration fees as well as any bill while service was in Lessors name.

Trash/ Recycling: (East Lansing only) You must use the provided Easy-Carts. The side with "HRIRENTALS" must be facing the street in order to be picked up. Contact us if you do not have a trash container. Do not leave trash outside in bags, litter fines from the city start at \$175/tenant. Additional trash requires yellow city bags (available for purchase at our office & City Hall). See our website for recycling/trash resources & pick up schedules. Trash/recycling containers may not be placed at the curb before 8pm the night before trash day. They must be retrieved by 10am the day after trash day (City Ordinance). Trash is picked up weekly, recycling is every other week. 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.
Apartment: Dumpsters are only for household trash. No large items such as mattresses, desks, couches, etc. may be placed in/around the dumpster. "Special pick-up" stickers are required for these items.

Inspections: Properties are inspected once a year. You will receive a letter/email from us in advance with the time & date of your inspection as well as what you need to do to prepare for it.

Rent: Online/electronic payments can be made through our website or **www.GoZego.com**. Checks are made out to Hagan Realty, Inc. (office address above). Please put your address on the memo line of the check. Online payments (e-check/ACH, credit card, & debit) are subject to a 3rd party convenience fee.

Locks: **DO NOT INSTALL YOUR OWN LOCK.** We'll install a bedroom lock for \$20/door, if you get matching locks, & \$30/lock if you get non-matching locks. Lock 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/Floors: DO NOT use 2-way tape, duct tape or adhesive backed products (LED light strips). Poster putty & 3M products are good alternatives to nails/screws, & 2-way tape. No adhesive backed products may be used in showers. You will be charged for removal/damage from adhesive products. Smoke damage from burning candles/incense, etc. will lead to deductions from your deposit. **DO NOT PAINT.** No painting is allowed per your lease. Use felt or other protection on the legs of couches, beds, etc. to prevent scratches to the floor & potential deposit charges.

Checklist: Complete your Inventory Checklist & return 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.

Pets: **NO pets or visiting pets are allowed under any circumstances.** A \$50 per day fine is strictly enforced. You may also be evicted and charged for damages.

City Ordinances: P.A.C.E. will issue tickets for violations such as; indoor furniture placed outside on porches, balconies, lawns, etc. & placing bulk items outside. Fire pits, charcoal grills, trampolines, & pools of any size are prohibited. No electric micromobility products including lithium-ion (Li-ion) battery-powered e-bikes, e-scooters, e-skateboards, e-unicycles, and hoverboards to be stored inside or on a porch.