

RENTAL SUPPLEMENT

**JEFFREY HUDGINS
117 GUNSON STREET
EAST LANSING, MI 48823
PHONE NO. (517) 575-0008**

Business Hours:

Monday - Friday, 9:00 AM to 5:00 PM. Please call during regular business hours unless you have a true emergency (517-575-0008). Office hours at 117 Gunson are 12:00 noon to 5:00 PM, M-F except legal holidays, or by appointment.

Utilities

Cable - Comcast	1-800 537-8411
Telephone - AT&T	1-800 244-4444
Electric - Board Of Water and Light	517 371-6006
Gas - Consumers Energy	1-800 477-5050
Water - City of East Lansing	517 337-1731

(The water will already be turned on in one person's name. **DO NOT SEND MORE THAN ONE CHECK TO THE CITY OF EAST LANSING WHEN PAYING YOUR WATER BILL.**)

Trash - Trash day is Tuesday. Please remove trash weekly so it does not pile up. If our staff removes your trash after a violation notice from the city is issued, there will be a \$50 fee assessed. Large item removal (i.e. couch) require a \$20.00 sticker purchased from the city. Do not leave furniture items at apartment dumpster, a \$50 fee will be assessed. For those of you using dumpsters behind apartment buildings please break down all cardboard boxes. Any items not fitting inside your trash cart must be placed in city yellow bags, which can be purchased at 7-11, QD, or any local supermarkets (5 for \$5). The city does not pick up any trash not in yellow bags, within the cart or with a sticker.

Inspections - City inspectors may wish to inspect your home without an appointment. Ask them to contact our office to make an appointment and we will answer their questions.

Rent - Please mark your calendar for dates your rent is due. Always indicate your house/apt number on the memo line of your rent check and pay the rent with a single rent check each time.

Locks - City code forbids pad locks and hasp locks on bedroom doors. If you want a lock on your door, we will install a passage set for \$60.00 that will remain when you move. You will be provided 1 key.

Walls - DO NOT PAINT. CONTACT US IF SOMETHING NEEDS PAINTING

Please **DO NOT** use two-way stickers on the walls! Use poster adhesive which will come off and save you deposit money. It can be found in the paint department at Meijers.

Parking - Parking on the lawn, or in the street after 12:00 midnight will generate you a parking citation from the city.

Bathrooms - **DO NOT FLUSH TAMPONS, SANITARY NAPKINS, CONDOMS, PAPER TOWEL OR OTHER FOREIGN OBJECTS DOWN COMMODE. THESE ITEMS CLOG THE SYSTEM. TENANTS WILL BE CHARGED FOR CLEANOUT SERVICES IF SUCH ITEMS ARE FOUND IN THE SEWER LINE. CALL US FOR DRAIN LINE STOPPAGE, DO NOT USE DRANO, IT EXACERBATES PROBLEMS.** All charges, costs or expenses for services noted in this paragraph shall be deemed to be additional rent hereunder due from Tenant to Landlord.

Fire Safety - FIRE SAFETY IS IMPERATIVE, THIS CANNOT BE STRESSED STRONGLY ENOUGH. Bar-B-Q grills must be placed in an open area on the driveway away from the house or apartment building when in use. Do not light or cook with a grill on any porch areas of the dwelling, beneath an overhang, near a garage or any other structures. Candles are a major fire hazard. Torch type lights, with halogen bulbs get hot enough to ignite drywall, drapes and mini blinds. They should not be used in the residence. If your home or apartment has a fireplace you will notice the firebox has been sealed off; that was purposeful, fireplaces are **not** to be used.

Telephone and Cablevision - We are not able to help you with any telephone or cablevision problems in your house or apartment. If you need a letter from our office to allow Comcast to install additional jacks in your residence, call and we will make that letter available for you to pick up at our office the following day. At move out it is your responsibility to call the phone/cable company to disconnect your service. If this is not done, our office staff must spend hours on the phone wading thru the red tape so the new residents can have service. Our office staff time is billed to your security deposit at \$50/hour for phone service that is not disconnected. All costs/expenses related to tenant's failure to disconnect land line phone services shall be deemed to be additional rent hereunder due from Tenant to Landlord. Tenant agrees by signing this lease to this fee if they do not disconnect service.

Washers and Dryers - Overloading of the washing machine causes certain items to be swallowed by the pump. Socks are the regulars on that menu. Socks or other clothing items removed from the laundry machine pumps in order to repair a washer will be charged to the tenant. All costs/expenses related to over loading or misuse of the washing machine or dryer shall be deemed to be additional rent hereunder due from Tenant to Landlord.

Screens and Windows - All screens and windows are in working order at move in. In order for the property owner to pass inspection all screens must be in place, windows not broken and both must be operable. Screens or windows that are broken, ripped or missing at move out will be charged to the tenants. Do not remove the screens and storms from the windows or doors. All costs/expenses as a result of missing, broken, torn or out of place windows and screens shall be deemed to be additional rent hereunder due from Tenant to Landlord.

Cars and Parking - Please refer to section 38 in your rental agreement.

Mail Service - The names of the persons residing in your home, along with your street address must be either placed on your mail box or submitted to the United States Post Office on Abbott Road. Deliver the list in person to the Post Office. The offices are located to the right of the main entry doors where someone will be able to help you.

Water Shut Off Location - Should a water line break within your dwelling please shut off the water to your building at the city supply and then call us for service. In the event no one can be reached immediately, we do not have a calamity.

Use of Roof - The roof on your dwelling is not to be use for sitting, standing, sunning or any activity whatsoever. Roofs are needed to shed water; any use of the roof other than its intended use will be considered a violation of the terms of the lease agreement. Any and all damage resulting from any access on to a roof shall be deemed to be additional rent hereunder due from Tenant to Landlord and will be charged to the tenants. Roof damage is expensive, stay off the roofs!

Dishwasher - Use only dishwasher soap, ie Cascade not dish soap, which causes the machine to flood the floor.

Subletting - Tenants leasehold **may not** be assigned or sublet without the written consent of the property owner.

Disposers - With the cold water running in the sink, turn on the disposer and then place items within. Disposers have a hard time grinding certain food items such as celery, carrot peelings and potato peelings, so throw those away rather than clog your disposer. Our largest problem with the disposers is sending personnel to remove objects not intended for disposal and which will not grind. Such items include but are not limited to stones from fish tanks, bottle caps, broken glass, nails and sponges to name a few. Service calls and/or damages caused to a disposer as a result of misuse or the insertion of objects not designed to be processed by the disposer will incur a charge. All such charges shall be deemed to be additional rent hereunder due from Tenant to Landlord.

Noise - Tenant shall not use the premises in such a manner as to generate noise, which may disturb other residents or neighbors. Tenant acknowledges that they are aware of the City of East Lansing Noise Ordinance and the ramifications of their actions in relationship to the ordinance. It is mutually agreed by signing this lease that tenants have read and understand section 36 of the lease agreement and the fines and costs associated with violations of the ordinance by the city and the additional rent due to the Landlord for said violations.

Basement Dampness - Tenants are advised that basements in houses may have dampness, water infiltration or flooding during the rainy periods. Drain tile systems on houses 50+ years old do not perform like new construction. Storage of any of your belongings in Apartment/House basements comes at your own risk. Be advised our insurance does not cover anything for you.

Regarding Pets of Any Kind - It is hereby pointed out to all tenants, that any unit having pets on the premises is in violation with the lease agreement. Let it be understood that all measures

