

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

Hagan Realty Inc.

927 E. Grand River Ave. Suite 11 East Lansing, MI 48823 www.hrrentals.com

- Phone Hours: Mon. - Fri. 8:00 a.m. - 5:00 p.m. For emergencies call (517)290-4284.
The office is open by appointment only. Please call for appointment.
- Utilities: The utilities will be turned off without notice if they are not in your name upon move-in.
You may not attached a satellite dish to the house or garage.
Electric: Board of Water & Light 702-6006 Gas: Consumers Energy 1-800-477-5050
Water: City of East Lansing 337-1731
- Trash: (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 for them to be picked up. Contact us if you do not have a trash container. Additional trash requires yellow city bags. You may purchase these bags at City Hall and most grocery stores. Outside trash must be stored in a rigid container beside or behind the house. Do not leave trash outside in bags; fines start at \$175 per tenant.
Trash/recycling containers must be retrieved by 10:00 a.m. the following day according to City Ordinance. Contact us immediately if there are any items left by the previous tenants or you will become responsible for them. The City has special pick-up for large items - contact the public works department at 337-9459 with any questions.
- Inspections: All houses are inspected once a year. You will receive a letter 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 mark your calendar for the dates your rent is due. Always indicate your address on the memo line of your check. Rent should be paid with a single check each time.
- Locks: **DO NOT INSTALL YOUR OWN LOCK.** We will install a lock for \$20 to remain when you move out. There will be a \$50 charge for locks not issued by Hagan Realty.
- Walls: Please **DO NOT** use two-way stickers or tape on the walls. Poster adhesive comes off better, saving you money. 3M products are a good alternative to nails, screws, and two-way tape.
- Paint: **DO NOT PAINT.** Contact us if something needs painting.
- Checklist: Complete the inventory checklist attached to your lease and return it to the above address within **7** days of moving in.
- Storm/Screens: If there are combination storm/screens on the windows, do not remove the screen or storm part; push it up for 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 house 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.
- Lofts: Must meet City Code, which calls for 36" from the top of the mattress to the ceiling. Check the City website for more details www.cityofeastlansing.com.
- Pets: **NO pets or visiting pets are allowed under any circumstances.** A \$100 a 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