

Hagan Realty Inc.

Reminders:

Shoveling Reminder:

The City of East Lansing has a very strict policy with regards to removing snow and ice from sidewalks. As amended this past year; snow that accumulates before noon must be cleared prior to midnight the same day. Snow that accumulates after noon must be cleared by midnight of the following day. Ice removal requirements remain the same; ice should be cleared or an abrasive applied within 12 hours of formation. Fines under this new ordinance are \$25 for the 1st offense, \$75 for a 2nd offense and \$125 for an offense occurring after more than one prior offense.

Please see our website, hrentals.com, under "Helpful Links" for links to the City's snow removal policy, a link to the snow ordinance, as well as other seasonal information and links. Shovels have been dropped off at all properties, however, please notify us ASAP if you do not have one for some reason.

As stated in your lease Hagan Realty Inc. will make an attempt to shovel sidewalks during Thanksgiving, Winter, and Spring break. Snow removal during winter break will take place December 16, 2011 through January 8, 2012 and you will be charged approximately \$10 for each time it snows depending on the length of your sidewalk and the amount of snow.

If you do not want Hagan Realty to shovel you must notify us in writing or by email by December 14, 2011. No special arrangements can be made with regards to the dates shoveling is done; shoveling will be done the whole time or not at all. Please keep in mind that if you opt out of this service you run the risk of receiving one or more tickets so be sure you make arrangements to have the snow removed.

Do Not Turn Your Furnace Off! We realize you may be gone for an extended period of time and would like to save money by turning down the heat. This is a good idea, but you need to be careful. Without heat your pipes will freeze and possibly break. **Do not turn the dial on your thermostat to its lowest setting, by doing so you could shut your furnace off.** We recommend a setting of 60 degrees. Please do not turn the switch on the furnace off either.

Please take proper precautions if your house is going to be unoccupied for a long period of time. Make sure all your windows and doors are locked before you leave. If you have a neighbor that is going to be home you should ask them to watch your house and pick up your mail. You may consider taking computers, jewelry, etc.. home with you. Closing your blinds and leaving a light on inside as well as leaving your front porch light on are good crime deterrents. If you would like a bedroom lock please contact us before you leave. Locks are \$20. Do not install your own.

Trash Reminder:

No-Fee Holiday Refuse Collection takes place December 21st - January 3rd. On your regular trash day only, you are allowed to put out as many non-city bags as you want. Bulk items and yard waste are NOT included.

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Reminders continued....

Rent Reminder:

If you have an August to August lease, your rent was due December 1, 2011 and your next payment is March 1, 2012. If you're a May to May lease, your final payment is due January 1, 2012. The office will not be open on January 1st; you can bring it on the 2nd without penalty.

We thank you in advance for your efforts on these issues and wish you all Happy Holidays.

Hagan Realty, Inc.