

RIGHTS AND DUTIES OF TENANTS

This booklet contains information about your rights and duties as a tenant in Ann Arbor. The booklet is divided into three sections. The white section is written by the City. The green section is written by tenant advocates. The blue section is written by landlord advocates.

Portions of the booklet are written by advocates because the people of the City believe that the tenant can obtain the most accurate and fair understanding of the rights and duties as tenants by an uncompromised and uncensored presentation of materials by advocates for often conflicting points of view. The landlord and tenant sections are both written or approved by attorneys.

THE THREE SECTIONS OF THIS BOOKLET ARE THE OPINIONS OF THEIR AUTHORS. IF YOU HAVE ANY QUESTIONS CONCERNING YOUR RIGHTS AND DUTIES AS A TENANT, CONSULT YOUR OWN LAWYER, FREE LEGAL AID SOCIETY OR TENANTS' UNION LAWYER.

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This booklet is distributed to tenants by their landlords as required by City Charter, sections 19.7 to 19.13. A landlord's failure to distribute this book as required by law shall be punishable by a fine up to \$500, but may not be punished by jail.

I INTRODUCTION

This booklet is designed to help you find Ann Arbor a better place in which to live. On the following pages you will find information about your rights and duties as a tenant (lessee) and suggestions on how to govern your relations with your lessor (landlord).

This booklet is written in three sections. This first section, on the white pages, has been written with the cooperation of three groups of authors - one group comprised of lawyers from the City Attorney's Office, one group chosen to represent the tenant's point of view, and one group chosen to represent the lessor's point of view. All three groups of authors have agreed that the information in this first section is accurate. HOWEVER, THE LESSOR AND TENANT ADVOCATE AUTHORS FEEL THAT THIS FIRST SECTION IS NOT COMPLETE AND HAVE ADDED INFORMATION IN THEIR SECTIONS TO GIVE YOU WHAT EACH GROUP THINKS IS A COMPLETE PICTURE OF YOUR RIGHTS AND DUTIES. THIS ADDITIONAL INFORMATION IS CONTAINED IN THE GREEN AND BLUE SECTIONS OF THIS BOOKLET.

There may be conflicts among the points of view presented in the advocate sections of this booklet. The purpose of the law which created this booklet was to allow you to see the differing points of view which exist.

Please remember that this booklet is only a general guide, rather than the final work, on legal matters. It is not intended as a substitute for competent legal counsel.

II YOUR RELATIONS WITH YOUR LESSOR

Mutual discussions of problems and questions between lessors and tenants will often be of great benefit to both parties. Fast and equitable solutions and answers are often possible. Generally, however, both lessors and tenants, when entering into discussions, should be well informed about their rights and duties. When either party is ignorant of their rights or duties, unnecessary confusion and hostility from both sides can result. Once well informed, both parties can enter into discussion and negotiation optimistic that mutually satisfactory solutions can be found.

See the lessor and tenant advocate section of this booklet for further comment on this point.

III DISCRIMINATION AS TO RELIGION, RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, CONDITION OF PREGNANCY, MARITAL STATUS, PHYSICAL LIMITATIONS, SOURCE OF INCOME, FAMILY RESPONSIBILITIES, EDUCATIONAL ASSOCIATION OR SEXUAL ORIENTATION.

No lessor may refuse to rent to you or to discriminate in your rental agreement or privileges because:

1. Of your race, color, religion or national origin;
2. You are male or you are female;
3. Of the age of any member of your household;
4. You are pregnant;
5. You are single, unmarried, divorced or widowed;
6. Of physical limitations;
7. You get your income from welfare payments or any other legal source;
8. You are or might become a contributor to the support of persons in a dependent relationship;
9. You are a student or not a student;
10. You are heterosexual, homosexual or bisexual;
11. Of the race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical limitations, source of income, family responsibilities, educational association or sexual orientation of your relatives or associates.
12. Of your arrest record, criminal history, or hairstyle such as braids, locks, twists, and headwraps.

Exceptions to the above rules are as follows:

1. A landlord can discriminate as to sex if renting an owner-occupied one or two-family dwelling, or a dwelling devoted entirely to members of one sex.
2. The owner of a housing project may legally restrict occupancy to persons over fifty-five (55) years of age or may restrict occupancy to handicapped persons.
3. A landlord may refuse to rent to an unemancipated minor.
4. A landlord may restrict occupancy based on age when such discrimination is *required* by law.
5. A religious organization or institution may restrict its housing facilities and accommodations which are operated as a direct part of its religious activities to persons of the denomination involved.
6. A housing provider may exclude tenants based on certain types of

criminal history or if required to do so to comply with federal or state laws.

IV THE LEASE OR RENTAL AGREEMENT

Your lease can be written or oral. If the lease is for a specific period of more than a year, it must be in writing. A lease for a specific period of a year or less may be oral or in writing. Also, a lease for an indefinite period (usually month-to-month) can last for less than a year or for many years and may be oral or in writing.

Leases are contracts and, provided that their terms are enforceable, will create obligations on both the part of the tenant and the landlord. These obligations will include generally, on the part of the tenant, the obligation to pay rent when due and not unreasonably damage the dwelling and, on the part of the lessor obligation to provide a dwelling in good repair and in compliance with state and local housing codes.

Unless the lease contains a provision for rent increases, the landlord cannot increase the rent during the lease term. The rent may be increased for a month-to-month lease by notifying you of the increase at least one month before the next payment is due.

Pursuant to Section 8:530 of Chapter 105 of Chapter VIII of the City Code, a landlord of residential premises shall not enter into an agreement to rent the leased premises to another tenant for a subsequent lease period until 150 days before the end of the current lease period (i.e. approximately 210 days into a 1-year lease) and after notice has been given to existing tenants no later than 180 days before the end of the current lease period.

The requirements of the ordinance apply to leases that exceed 8 months are:

1. A landlord must provide each tenant (with whom they want to renew a subsequent lease) the terms and conditions of a subsequent lease period no later than 180 days before the end of the lease period;
2. The notice to the tenant must be sent via electronic communication, and either by personal delivery or US mail;
3. The notice must specify the date by which the tenant must notify the landlord of the tenant's acceptance of a subsequent lease, and that date shall not be sooner than 150 days before the end of the current lease;
4. If the notice sent to the tenant was earlier than 240 days before the end of the current lease period (i.e. approximately 120 days into a 1-year lease), the landlord must send a second notice to the tenant;
5. A tenant (who wishes to renew a lease for a subsequent lease period) must provide notice to the landlord via 1 of 3 methods: electronic

- communication, personal delivery, or US mail.
6. A tenant's acceptance of the subsequent year's terms and conditions shall be in the form of a signed lease.
 7. These provisions do not apply to leases less than 8 months, subleases, when a lawsuit to recover the premises has been filed, or when the tenant has terminated occupancy of the premises pursuant to the lease.
 8. Violations of Section 8:530 are civil infractions, punishable up to \$500 for a first offense.

The Ordinance, ORD-21-22, HOUSING: LEASE AGREEMENTS AND ENTRY TO SHOW RESIDENTIAL PREMISES, is printed in its entirety in the back of the white section of this booklet

V UNENFORCEABLE LEASE CLAUSES

Some clauses contained in some leases are not enforceable. These clauses have no legal effect and are not binding even though you may have already signed the lease. A few such examples include the following:

1. Clauses which try to change any of the tenant's rights to legal remedies or the lessor's obligations (discussed in Sections VII, VIII and IX below) when the premises are not in reasonable repair or compliance with the state and local housing codes;
2. Clauses which try to change any of the tenant's rights under state law involving security deposits (discussed in Section XIV below);
3. Clauses claiming to excuse the lessor from liability to the tenant for damages caused by the lessor's negligence;
4. Clauses claiming to deny the tenant the right to trial by jury or certain other judicial procedures;
5. Clauses which claim that the tenant is liable for legal costs or attorney's fees incurred by the lessor in excess of the costs and fees specifically allowed by statute. (The State statutes only allow the winner of a lawsuit to collect small legal costs and attorney fees which rarely exceed a total of \$100 for a case going through trial.)

VI IF YOU PAY A DEPOSIT AND DECIDE NOT TO MOVE IN

You may or may not have a right to a refund if you pay a deposit and decide not to move in. Consult the tenant and lessor advocate sections of this booklet for their views on your rights.

VII THE CONDITION AND UPKEEP OF YOUR DWELLING

A. YOUR RIGHT TO A CLEAN APARTMENT ON ARRIVAL

You have the right to a clean, sanitary dwelling before you move in, even if your lease says it does not have to be clean. Cleaning waivers are sometimes used when a tenant wants to move in early. Read the tenant and landlord advocate sections of this booklet for views on the validity of such a waiver and further information on this section.

B. YOUR RIGHT TO HAVE THE LESSOR REPAIR

Your lessor must also keep your dwelling in good repair. It must also be kept “up to Code” - in compliance with the Ann Arbor City and the Michigan State Housing Codes. Some general requirements of the City Code are listed in Section XVI.

You may use this list as a reference or you may obtain a copy of the Ann Arbor Housing Code from the Planning and Development Services Unit, located on the first floor of City Hall.

C. THE CERTIFICATE OF COMPLIANCE

The lessor is also required by law to have a Certificate of Compliance with the Ann Arbor City Housing Code and you are entitled to see it on demand. If your lessor does not have a Certificate of Compliance or there are Code violations, you may be entitled to withhold your rent. Read the tenant and lessor advocate sections of this booklet for more information on this point.

VIII WITHHOLDING RENT

A. If the lessor fails to meet his or her obligations to the tenant, State law gives the tenant a right to withhold all or part of the rent under certain circumstances. The right to withhold all or part of rent may occur in the following situations:

1. If the lessor violates the terms of the lease agreement; or
2. If the lessor fails to maintain the premises in reasonable repair; or
3. If the lessor fails to comply with the State or City housing codes; or
4. If there is a total or partial constructive eviction. Such a constructive eviction occurs if the conduct or misconduct of the lessor makes all or part of the dwelling uninhabitable;
5. If the lessor imposes a retaliatory rent increase. A retaliatory increase occurs when the landlord raises the rent because a tenant took an action which was legally the tenant’s right – such as making a

complaint concerning the condition of the premises. In this instance, only rent in excess of the original amount may be withheld.

Withholding rent may lead to legal action by the lessor to evict you. You may be able to use as a defense that you withheld rent for one of the above purposes and you may have counter-claims. If there is a suit for nonpayment of rent, you have the right, except in rare situations, to avoid eviction by payment of the rent. Consult the tenant and landlord advocate sections of this booklet for further information on withholding rent.

- B. If you decide to withhold rent, the following procedures are strongly recommended by both the lessor and tenant advocate authors:
1. Make a list of everything that is wrong with your dwelling and of every violation of the lease by the lessor.
 2. Send your lessor a letter, inserting your list described in paragraph (1) above, preferably by certified mail, stating that you are withholding rent because of the condition of your dwelling and/or violations of the lease by the lessor. Make a copy of the letter and keep all of the mail receipts.
 3. You may, at some future time, be required to pay some or all of the rents you have withheld. Accordingly, it is wise to set up a separate rent fund so that the money will be available when and if payment is required.

IX SUING THE LESSOR TO OBTAIN REPAIRS

Another way to obtain repairs is to sue the lessor. Read the landlord and tenant advocate sections of this booklet for information on this.

X THE TENANT'S RIGHT TO PRIVACY AND THE LESSOR'S LIMITED RIGHT TO ENTER

When you are a tenant, your dwelling is yours to have and peacefully enjoy. Your lessor does not have the right to enter your dwelling without your permission, in most cases.

It is courteous and makes sense to allow your lessor appointments at mutually convenient times under the following circumstances:

1. To do repairs;
2. To show the dwelling to prospective tenants, as set forth below;
3. To permit City inspectors to perform routine inspections or

inspections pursuant to complaints regarding the dwelling.

The lessor may be liable for trespass in case of unlawful entry. The tenant may be liable for damages in case of unreasonably denying appointments to enter. If a City inspector is refused entry, he may obtain a search warrant to require you to permit an inspection.

Pursuant to Section 8:530 of Chapter 105 of Chapter VIII of the City Code, a landlord of residential premises shall not enter the leased premises for the purpose of showing the premises to prospective tenants until 150 days before the end of the current lease period. The showing of currently leased premises to prospective tenants via photographs, video recordings, or online displays is not a violation of the ordinance.

The Ordinance, ORD-21-22, HOUSING: LEASE AGREEMENTS AND ENTRY TO SHOW RESIDENTIAL PREMISES, is printed in its entirety in the back of the white section of this booklet.

See your advocate sections for further opinions about your important right to privacy and your lessor's limited right to enter.

XI EVICTION PROCEDURE

A. GROUNDS FOR EVICTION

If you have a lease for a specific period of time, neither you nor the lessor may cancel the lease without specific grounds. The lessor may only commence eviction proceedings against you for the following reasons:

1. You have not paid rent and are not legally withholding it; or
2. You have willfully or negligently caused a serious and continuing health hazard, or an extensive and continuing health hazard, or an extensive and continuing physical injury to the premises, and you refuse to correct the health hazard or physical injury within seven days after a notice to do so or leave; or
3. The lease period has expired; or
4. You have violated a lease provision which is so important as to justify eviction.

YOU MAY HAVE DEFENSES TO SOME OR ALL OF THE GROUNDS FOR EVICTION WHETHER YOUR LEASE IS FOR A SPECIFIC PERIOD OF TIME OR A "MONTH-TO-MONTH" ORAL AGREEMENT. READ THE RESPECTIVE ADVOCATE SECTIONS.

B. ILLEGAL PROCEDURES

Unless you agree to turn over the premises to the lessor, he must follow the legal procedures described below to obtain possession of the dwelling. These procedures must be followed even if the lessor is legally entitled to evict you. If the lessor uses means other than the prescribed legal procedures, you may be entitled to sue the lessor for triple the amount of the damages you suffer. Such extra-legal procedures which will entitle you to damages include the following:

1. Using force to enter the premises or to forcefully remove a tenant;
2. Changing locks to prevent a tenant from re-entering the premises;
3. Disconnecting utility services to the premises;
4. Moving your possessions from the premises without your permission unless the lessor has won an eviction suit against you and has a court order or you have abandoned the premises.

C. NOTICES

Except in a case where a lease has expired, a lessor is obligated to serve upon you, either personally or by mail, a notice prior to starting an eviction suit. The following are the types of notices used:

1. A seven-day “Notice to Quit” (move) or pay the rent due.
2. A seven-day “Notice to Quit” (move) or repair serious defects caused by you or to cease serious health hazards caused by you.
3. A notice to “terminate the tenancy.” This notice is used to terminate a written or oral lease for an unspecified period, such as a month-to-month lease. It must be served on you at least one rental period prior to the termination date mentioned in the notice. Such a notice may also be used to terminate a lease because of a violation of lease terms.

If you receive one of these notices and don’t intend to comply with it, you should immediately seek legal assistance. Read your respective advocate section about your rights.

D. SUMMONS AND COMPLAINT

The summons and complaint are the documents by which a lessor begins suit against a tenant. The complaint states the reasons that the lessor feels entitled to evict you. The summons gives you the date when you must appear in court and file an answer. If you fail to appear on the date specified on the summons, a default judgment will be entered against you by the court. When you receive a summons and complaint, it is advisable to obtain legal assistance.

E. ANSWER TO COMPLAINT

The answer is the document the tenant files with the court to indicate either his

agreement or disagreement with the claims made in the complaint. In addition, it is the document wherein the tenant asserts any rights the tenant has against the lessor, such as rights which may arise because of code violations, breaches of the lease or illegal remedies used by the lessor.

F. WRIT OF RESTITUTION

If the court determines that the lessor is entitled to evict you, the judge will order the issuance of a “writ of restitution.” Such a writ is served by an authorized court officer who may forcefully remove you and your possessions from the dwelling. Normally there are ten days following the judgment before a writ may be issued.

If the eviction is for nonpayment of rent, the writ of restitution will not be issued for at least ten days following the judgment in favor of the lessor. During that ten day period, the tenant is entitled to reinstate the lease by payment of all past due rents and court costs and is also entitled to appeal the judgment.

G. PUBLIC HOUSING EVICTIONS

If you live in a dwelling leased from the Ann Arbor Housing Commission, you have a right to a hearing before eviction proceedings are started against you. To obtain such a hearing, you must request it after a notice to quit but prior to receipt of the summons and complaint.

XII COMMON SENSE OBLIGATIONS AND DUTIES OF THE TENANT

As a tenant you have certain legal duties in the use and enjoyment of your dwelling. In addition, common sense applies in many cases where there may not be an actual “legal” duty.

A. LEGAL DUTIES

1. Pay rent on time unless lessor has violated some obligation to you which excuses some or all of the rent.
2. Do not store combustible liquids in your apartment in a dangerous manner.
3. Vacate the premises timely at the end of your lease.

B. COMMON SENSE ITEMS

1. Promptly report, in writing, if possible, any problems or needed repair.
2. Do not remove furniture or fixtures from the units, if it is not yours, without the lessor’s written permission.
3. Try not to make an unreasonable amount of noise which might disturb your neighbors.

4. Do not let water escape from tubs or lavatories.
5. Empty trash only into containers provided.
6. Park only in designated areas.
7. Do not use sharp instruments when defrosting refrigerator.
8. Avoid putting foreign materials in drains that will cause clogging.

XIII LEASE ASSIGNMENT AND SUBLETTING

In most cases, you can sublet your dwelling to another tenant, but you remain liable for the rent for the remainder of the lease if the subtenant fails to make rental payments. Also, you may be liable for damages caused by the subtenant. Accordingly, it is wise to sublet only to a reliable person. If the lessor is agreeable, it may be possible to have the subtenant enter into an agreement with the lessor whereby the subtenant is substituted for you for the remaining period of the lease. In such a case you would not be liable if the new tenant failed to make rental payments or caused damage.

Some leases say you cannot sublet without permission of the lessor but that the lessor's permission "cannot be unreasonably withheld." This clause is valid. Read your advocate sections for information on what is "reasonable."

Some leases say you cannot sublet at all or that the lessor can withhold permission (whether or not "reasonably") or charge a fee. Your advocate sections differ on the validity of such lease clauses.

If you do sublet, it is recommended that both tenant and subtenant read the lease, read the advocate sections of this book and attempt to obtain the lessor's written permission to sublet, if there is any restriction on subletting in the lease. Even if there is no restriction, it is common courtesy to inform the lessor when a new (sub) tenant moves in.

Also, in the interest of avoiding honest misunderstanding, it is recommended that a written agreement be signed between the tenant and subtenant. This agreement should provide for a security deposit and should include the address and commencement and expiration dates of the sublease, monthly rental and security deposit amounts, who will pay utilities and information as to how to contact the tenant and subtenant if they wish to be notified by the lessor in case any questions arise concerning the sublease. It is also recommended that the lessor be notified what forwarding address should be used for the return of the security deposit. If this agreement provides for a security deposit, the security deposit laws must be complied with.

Here are two ways for handling security deposits between tenants and subtenants:

1. Subtenant can pay a security deposit directly to the tenant and the subtenant and tenant follow the same rules about security deposit as apply to lessors and tenants; or
2. By arrangement with a willing lessor, the lessor may return the tenant's security deposit and receive and return the subtenant's security deposit directly.

XIV YOUR SECURITY DEPOSIT

Both the lessor and lessee have certain obligations regarding security deposits. Some are mentioned below. If you have trouble getting your security deposit back after you move out, contact legal help. The provisions below apply to all leases of residential dwellings.

- A. Your security deposit by legal definition includes any rent you pay in advance other than for the first month's rent. For example, your last month's rent paid in advance is considered part of your security deposit. This security deposit cannot exceed one and one-half month's rent.
- B. The lessor must give you an address where you can write to him about your security deposit within 14 days of the day you move in.
- C. When you move in, the lessor must also give you two blank copies of an inventory checklist. You must note the condition of the unit and return one copy of the checklist to the lessor within seven days.
- D. You must notify your lessor in writing within four days after the termination of your occupancy (i.e., in most cases, the end of your lease: see your advocacy sections) of a forwarding address where you may be reached or where you may receive mail. If you fail to do this, the lessor is not obligated to give you an itemized list of damages claimed.
- E. Money may be deducted from your security deposit for the following reasons **only**:
 1. For actual damages to the unit which were the direct result of conduct not reasonably expected in the normal course of living there. Deductions cannot be made for normal wear and tear of the apartment.
 2. For unpaid rent.
 3. For unpaid utility bills.

YOU MAY HAVE DEFENSES. SEE YOUR ADVOCATE SECTIONS.

- F. Within 30 days after the termination of your occupancy (i.e., in most cases, the end of your lease: see your advocate sections), the lessor must mail you a list of damages, the cost of repairs and the reasons why he intends to deduct money from your security deposit. He must send you a check for the amount he claims to which you are entitled.
- G. If you have given your lessor the forwarding address required in paragraph D and your lessor does not send this information within 30 days after the termination of your occupancy, he must send you the entire deposit.
- H. If you do not agree with the damages claimed, you must notify your lessor by **mail** within seven days; otherwise, you forfeit the amount claimed.
- I. If you have properly notified your lessor of your forwarding address and properly objected to the damages claimed, the lessor must either:
 - (1) Return the balance of the security deposit to you; or
 - (2) Start suit against you within 45 days after the termination of your occupancy. (This is not required in most cases when the lessor is only claiming money for unpaid rent. See your respective advocate sections.);
or
 - (3) Agree with you in writing about the amount the landlord will retain and the amount he will return to you.
- J. If you do not properly notify your lessor of your forwarding address or you do not object to the damages claimed within the legal time limits, you may not have waived your rights to some or all of your security deposit. See your advocate sections.
- K. The lessor is not required to comply with the foregoing procedures in the case of a non-refundable cleaning fee.

XV LIABILITY FOR DAMAGES

Either party may be liable to the other for negligence or breach of contract causing personal injury or damage to property, in most cases, even if the lease says otherwise. Unauthorized alterations to the dwelling may make the tenant liable for damages.

Neither party is liable to the other for an “act of God” (such as lightning).

The lessor might possibly be liable for injury or burglary by a third person, but only if the lessor was negligent, as in not providing adequate locks or lighting, and

the tenant was not negligent, as in leaving the door unlocked. Read your advocate sections for further information.

Normally, a lessor's insurance does not protect the tenant's property unless damage is caused by the lessor. It is recommended that the tenant obtain insurance to protect the tenant's property and to protect the tenant from damage claims for accidental injury to the property of others.

XVI SOME EXAMPLES OF CITY CODE REQUIREMENTS THAT MAY APPLY TO YOUR DWELLING

A. MINIMUM SPACE AND FACILITIES

The total floor area of dwelling (excluding bathrooms, storage areas, closets, corridors and laundry facilities) must be at least 225 square feet.

At least one common room in a dwelling must have a minimum floor area of 120-150 square feet, dependent on the number of bedrooms. Kitchens and dining areas if provided as separate areas, shall have a minimum habitable area of 35 and 50 feet respectively. Bedrooms in a dwelling having two or more rooms must have a total floor area of at least 70 square feet when one person sleeps in that room or a minimum floor area of 50 square feet per person when more than one person sleeps in that room. Children under 12 must have at least 40 square feet of floor area per person when two or more sleep in the room.

Every habitable room in a dwelling (excluding bathrooms, closets, etc.) must have a ceiling height of at least seven feet. In habitable basements, at least 80% of every room must have a minimum ceiling height of 6 feet 8 inches. In rooms with sloped ceilings, at least 50% of the room must have a ceiling height of 7 feet.

No dwelling which has two or more bedrooms may be arranged so that access to the bathroom for occupants of one bedroom may be had only by passing through another bedroom, nor can access to one bedroom be through a bathroom or other bedroom.

Food may not be prepared in any room used for sleeping purposes, except in efficiencies.

Efficiency apartments must have a minimum floor area of 150 square feet for one occupant. For each additional occupant an additional 100 square feet of floor space must be provided.

Kitchenettes in an efficiency apartment must be at least three feet by five feet in

size and must be accessible from the living room.

Unless specifically reviewed and approved, a cellar (a room which is underground where the distance from the adjoining ground to the ceiling is less than the distance from the adjoining ground to the floor) may not be used as a habitable dwelling, although it may be used for recreational purposes.

B. EGRESS

All parts of multiple dwellings must have access to two separate means of egress. Both must be accessible to all occupants without passing through one to get to the other or passing through a private room or apartment.

Of the two means of egress mentioned, one may be a fire escape, if it is maintained in a safe condition. The escape must be accessible to all occupants through a door or casement window at least either 27 inches wide X 47 inches high or 22 inches wide by 53 inches high (those exits serving only one unit may be 22 inches wide by 47 inches high). These doors or windows must open in the direction of egress.

Multiple dwellings with more than 15 rooms of sleeping accommodations for more than 30 persons must have all means of egress designated by electric EXIT signs with letters at least four inches in height.

The primary entrance of a dwelling must have exterior lighting. Dwellings with multiple entrances must have at least 2 entrances lighted.

Automatic entrance lighting is required for buildings with 4 or more units. Storage within five feet of gas or oil fired heating devices is prohibited.

Storage in exitways is prohibited.

There are minimum dimension requirements for exitways.

C. LIGHT AND VENTILATION

Every habitable room must have at least one window or skylight opening directly to the outdoors (mechanical ventilation may be substituted in bathrooms.)

Minimum total window area for every habitable room must be at least 8 percent of the floor area of such a room.

Total openable window area must be at least 50 percent of the minimum allowable window area.

In kitchens, the window space requirements may be reduced or waived if there is adequate artificial lighting.

Every habitable room must have one window or skylight which can be easily opened or other device capable of ventilating the room.

Window and outside door screens must be installed by the owner to permit adequate ventilation. These screens must be installed by the owner by May 1 and may not be removed prior to September 30. All basement windows must be screened, if required for ventilation.

D. ELECTRICAL SERVICE

Every habitable room in a dwelling must contain at least two separate electrical outlets, spaced for convenience, and one switched light fixture or switched outlet.

Rooms not considered habitable (bathroom, laundry rooms, etc.) must be provided with fixtures to provide sufficient light.

Bathrooms must be provided, in most cases, with one convenience outlet, and rooms not provided with ceiling light fixtures must be provided with at least one convenience outlet or side wall lighting outlet controlled by a wall switch.

Electrical cords may not be allowed to run under rugs, through doorways, stapled to wooden baseboards or door casings or through holes in partitions or floors. Cords up to 6 feet long are allowed if they are the proper size for the devices they serve.

Wiring and fusing must be maintained in safe conditions at all times. Smoke detectors or an automatic fire alarms system must be provided.

E. HEATING AND INSULATION

Heating facilities must be adequately installed and properly maintained at all times.

Facilities must be capable of heating all habitable rooms, including bathrooms, to 68 degrees F. when the temperature outdoors is as low as 10 degrees below zero. When owners use temporary heating devices to maintain the required temperature, they must pay a prorated share of the heating bill.

Heating units in multiple dwellings must be separately enclosed.

Windows and cracks must be caulked. Unheated attics or top stories must be insulated to R-19 if insulated before 1985 and R-30 if insulated later. These winterization requirements do not apply in several instances, one of which is if the landlord pays all the heating bills without charge to the tenants.

F. PLUMBING

Every plumbing fixture must be properly installed and in good working condition.

Every dwelling must have a working kitchen sink equipped with sufficient hot and cold water.

All dwellings must be provided with a bathroom within the dwelling which contains a flush toilet, a sink and a bathtub or shower in good condition. The sink or shower may be outside the bathroom but must be adjacent to it.

Sinks and bathtubs or showers must be equipped with hot and cold water.

In rooming houses, there must be at least one bathroom for each eight persons. The facility must be accessible from a common hall or corridor.

Water heating facilities must be properly installed and maintained in good working condition.

Water heating facilities must be capable of providing enough water heated to 110 degrees to provide for all sinks, tubs and showers.

G. SANITATION

No dwelling is to be occupied by new tenants unless it is clean, sanitary and fit for human occupancy.

The owner of the premises is responsible for maintaining those premises in a clean condition, except for that portion of the premises which the occupant controls.

The occupant must dispose of trash or garbage in covered containers. These containers must be provided by the owner. Garbage chutes are prohibited. All facilities required by law must function safely and must be kept in good repair. Facilities, equipment and utilities cannot be stopped or discontinued when the dwelling is occupied except for temporary repairs or during temporary emergencies.

All parts of the dwelling, including heating, lighting, ventilation and plumbing, must be kept in good repair by the owner.

H. GENERAL MAINTENANCE

Foundations, floors, ceilings, walls and roofs must be reasonably weather-tight and rodent proof, capable of affording privacy and in good repair.

This section is written by authors appointed by the City.

Roofs must not leak and rain water must have some sanitary means of drainage.

Exterior wood surfaces must be kept from deterioration by paint or other protective treatments.

Windows and doors must always be reasonably weather-tight and rodent proof and in good working condition and repair.

Stairs, porches and all other attached features must be kept in sound condition.

I. SECURITY

All exterior windows and doors must have locking devices. Double hung windows reasonably accessible from the exterior must have pin or vent locks.

Sliding windows and doors must have a rod that can be used to prevent them from being opened.

Unless already equipped with 5/8 inch or larger deadbolt, all swinging doors accessible from the outside must have a one inch deadbolt.

Every principal entrance door must have a window, side light or wide angle peephole viewer.

The above is a partial list of code requirements. They are subject to change or variance. See your advocate section.

Section 8:530 of the Housing Code (Chapter 105) of the Code of the City of Ann Arbor

8:530 LEASE AGREEMENTS AND ENTRY TO SHOW RESIDENTIAL PREMISES

(1) Notice to Tenant Regarding Successive Lease Periods:

- (a) A landlord of residential premises must, for leases that exceed eight months, provide each tenant with the terms and conditions of a successive lease period no later than 180 days before the end of the current lease period;
- (b) Notice to each tenant must be sent via electronic communications, and either personal delivery or U.S. mail;
- (c) The notice must specify the date by which the tenant must notify the landlord of the tenant's acceptance of a successive lease, which date shall be no sooner than 150 days before the end of the current lease period;
- (d) A landlord must provide a second notice if it provides a first notice earlier than 240 days before the end of the current lease period;

(2) Notice to Landlord Regarding Acceptance of Terms of Successive Lease Periods:

- (a) Notice to the landlord by each tenant must be provided in writing via personal delivery, U.S. mail, or electronic communication;
- (b) A tenant's acceptance of the terms and conditions for a successive lease period shall be in the form of a signed lease.

(3) Entry and Leasing of Residential Premises:

- (a) A landlord shall not enter leased residential premises for the purpose of showing the premises to prospective tenants until 150 days before the end of the current lease period;
- (b) A landlord may not enter into an agreement to rent the leased premises to another tenant for a subsequent lease period until 150 days before the end of the current lease period.

(4) Rights and Duties of Tenants Booklet

- (a) Except as otherwise provided in this section, at the time of entering into a written lease agreement a landlord shall provide to each tenant

a copy of this entire Code section separate from the written lease agreement, until such time that this ordinance is incorporated into the “Rights and Duties of Tenants” booklet;

(b) If there is no written lease, the landlord shall provide a copy of this entire Code section, upon which is written the term of the current unwritten lease, until such time that this ordinance is incorporated into the “Rights and Duties of Tenants” booklet.

(5) This section does not apply under any of the following conditions:

(a) The entry is for the purpose of subletting;

(b) The current lease period is less than 8 months in its entirety;

(c) A summons and complaint to recover possession of the premises has been filed and served on the current tenant in accordance with all laws and rules applicable to summary proceedings to recover possession of the premises;

(d) The tenant, of his or her own will, has terminated his or her occupancy of the leased premises and his or her right under the lease to possession of the premises.

(e) The leased premises is subject to federal, state, county, or city government restrictions regarding income, age, or rent (or the practical application of any of these restrictions) that are in conflict with this Section.

(6) Enforcement:

(a) A violation of this section constitutes a civil infraction punishable by a fine of not less than \$500 for the first offense, not less than \$500 and up to \$1,000 for each additional or subsequent offense, plus costs and other remedies available by statute;

(b) A court may issue enforce any judgement, writ, or order necessary to enforce this Section;

(c) To the extent allowed by law, a tenant who has been aggrieved by a violation of the Section may bring a civil action for appropriate injunctive relief or damages, or both, against the person(s) who acted in violation of this Section.

Section 8:531 of the Housing Code (Chapter 105) of the Code of the City of Ann Arbor

8:531 RIGHT TO RENEW AND RELOCATION ASSISTANCE

(1) Applicability

This Section shall apply to all housing accommodations except:

- (a) Premises otherwise subject to regulation of rents or evictions pursuant to state or federal law, to the extent that such state or federal law requires “good cause” for termination or non-renewal of such tenancies.
- (b) Fraternity houses, sorority houses, student cooperative housing, subleases, or leases of less than 240 days duration.
- (c) Premises subject to federal, state, county, or city government restrictions regarding income, age, or rent (or the practical application of these restrictions) that are in conflict with this Section.

This Section shall only apply to leases entered into, renewed, or renegotiated after the effective date of this Section.

(2) Renewal of Lease

(a) Within the time periods specified in Ann Arbor City Ordinance 8:530 (1)(a), a landlord must notify each tenant, in writing, whether the lease will be renewed, and must do one of the following:

(i) If the landlord offers to renew the lease, such offer must be in writing and include the parties, term, address of premises, and the rent. The landlord must present a written lease renewal to the tenants for signature within 30 days of acceptance of the offer.

(ii) If the landlord claims good cause not to renew, the landlord shall notify each tenant in writing of the grounds for the good cause.

(b) If a landlord does not make a good-faith offer to renew a written lease for each tenant before the time period specified in Ann Arbor City Ordinance 8:530 (1)(a) of the current lease period, the landlord shall pay relocation assistance as set forth below, unless the landlord has “good cause” to not offer renewal.

(c) If fewer than all current tenants sign a renewal, named replacement tenants must be acceptable to the landlord in the landlord's usual screening process.

(3) Relocation Assistance

The Relocation Assistance payment shall be equal to two month's rent based upon the current lease.

(4) Good Cause

A landlord is exempted from paying relocation assistance in any of the following circumstances:

- (a) The tenant has not accepted the renewal offer in writing within the time specified in Ann Arbor City Ordinance 8:530 (1)(c).
- (b) The tenants who accepted the renewal offer, along with any replacement tenants acceptable to the landlord, have not returned a signed lease to the landlord within ten days of receipt.
- (c) The landlord can demonstrate a justification for not offering renewal, that is in existence within the time renewal is to be offered, that would permit a termination of tenancy under the Summary Proceedings Act, MCL 600.5714.
- (d) The owner seeks possession so that the owner or a member of the owner's immediate family may occupy the unit as that person's principal residence and no substantially equivalent unit is vacant and available in the same building. "Immediate family" includes the owner's domestic partner or spouse, parents, grandparents, children, siblings, as well as the siblings or parents of the owner's domestic partner or spouse.
- (e) The owner will not rent the premises for the succeeding term.

(5) Remedies

- (a) Civil Infractions. A violation of Subsection (2)(b) constitutes a civil infraction punishable by a fine of not less than \$500.00 for the first offense, not less than \$1,000.00 for each additional or subsequent offense, in addition to an order requiring the relocation assistance payment.
- (b) Private Actions. To the extent allowed by law, a tenant who has been aggrieved by a violation of Subsection (2)(b) of this Section may bring a civil action for damages against the landlord. A court may order up to two times therelocation assistance payment for willful violations, and may order taxable costs and attorney fees in its discretion. Private actions

and remedies under this Section shall be in addition to any actions for violations which the city may take.

(c) A court may issue enforce any judgement, writ, or order necessary to enforce this Section.

(6) Miscellaneous

(a) The provisions of this ordinance may not be waived by the parties to a rental agreement.

(b) Rights and Duties of Tenants booklet:

(i) Except as otherwise provided in this section, at the time of entering into a written lease agreement a landlord shall provide to each tenant a copy of this entire Code section separate from the written lease agreement, until such time that this ordinance is incorporated into the “Rights and Duties of Tenants” booklet;

(ii) If there is no written lease, the landlord shall provide a copy of this entire Code section, upon which is written the term of the current unwritten lease, until such time that this ordinance is incorporated into the “Rights and Duties of Tenants” booklet.

Section 8:527 of the Housing Code (Chapter 105) of the Code of the City of Ann Arbor

8:527 SMOKE, FIRE DETECTION, AND CARBON MONOXIDE DETECTION DEVICES.

(1) No person shall let to another for occupancy any dwelling or dwelling units which are not equipped with:

(a) Smoke or fire detectors, or with an automatic fire alarm system.

The type, number, and location of the detectors of alarm systems must be approved by the Building Official in accordance with the standards contained in the International Fire Code as set forth in Chapter 111.

(b) Carbon monoxide detectors, in single and two-family dwellings that contain a fuel-fired appliance or have an attached garage with a common door, regardless of the year the dwelling was constructed. In each individual dwelling unit, there shall be a minimum of one detector on each story and there shall be a detector installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. All detectors shall be UL listed. Multiple-dwellings shall comply with the carbon monoxide detection requirements contained in the International Fire Code as set forth in Chapter 111, regardless of the year the dwelling was constructed. All detectors shall be UL listed

(2) The owner is responsible for assuring that the detectors and devices are maintained in good operating conditions and have working batteries. Residents shall be responsible for informing the landlord if and when the device becomes inoperable or the batteries need replacing. Batteries in battery-operated detectors shall be replaced so that the device is always operable. At every change of tenant in every dwelling unit, smoke and carbon monoxide detectors shall be tested to ensure they are in operable condition.

(3) It shall be unlawful for anyone to willfully disable or render inoperable a smoke, fire, or carbon monoxide detection device or system.

(4) Violations of Sections (1) and (2) shall constitute a civil infraction punishable by a fine of not more than \$500. Violations of Section 3 shall constitute a misdemeanor, punishable by 90 days in jail and/or a \$500 fine.

XVII HELPFUL NUMBERS IN ALPHABETICAL ORDER

Ann Arbor Housing Bureau 301 E. Huron Street	(734) 794-6264
Ann Arbor Housing Commission 727 Miller Avenue	(734) 794-6720
Ann Arbor Human Rights Commission 301 E. Huron Street	(734) 794-6141
Legal Services of South Central Michigan 420 N. Fourth Avenue	(734) 665-6181
Michigan Bar Referral Service	1 (800) 968-0738
Student Legal Services 715 N. University Avenue Ste. 202	(734) 763-9920
University of Michigan Beyond the Diag Off-Campus Housing Information Student Union - 530 S. State Street	(734) 764-7420
University of Michigan Clinical Law Program 801 Monroe Street	(734) 763-4319
University of Michigan Office of Student Conflict Resolution 515 E. Jefferson Street	(734) 936-6308
Washtenaw County Bar Association 101 E. Huron Street	(734) 996-3229
For information on Lead House Paint, please call Or visit: www.hud.gov/offices/lead	1 (800) 424-5323

Guide to Early Leasing and Right to Renew Ordinances

Sections 8:530 and 8:31 of Ann Arbor City Code Chapter 105

City of Ann Arbor Rental Housing Services | (734) 794-6264 Opt. 1 | rentalhousing@a2gov.org

What is the Early Leasing Ordinance (ELO)?

- ELO tells landlords when they can start showing occupied units to prospective tenants
- ELO tells landlords when they must provide current tenants with the terms and conditions (parties, lease term, rental unit address, and amount of rent) of a successive lease
 - Notice must specify the deadline for current tenant(s) to accept a successive lease
 - Notice must be provided to the tenant by email and U.S. mail or personal delivery

ELO and Right to Renew Timelines

More than 240 Days before end of lease	Between 240-180 Days before end of lease	150 Days before end of lease
A landlord can send current tenants the terms and conditions of a successive lease at this time, but if the notice is sent earlier than 240 days before the end of the current lease, <u>a second notice must be sent to the tenants.</u>	Landlords must provide current tenants with the terms and conditions of a successive lease <u>no later than 180 days</u> before the end of the current lease period. Landlords must specify the deadline by which the current tenants must accept a successive lease.	The deadline by which the current tenants must accept a successive lease <u>cannot be sooner than 150 days</u> before the end of the current lease period. If a successive lease is not accepted, a landlord may lease the unit to another tenant <u>during the last 150 days</u> of the current lease term and the landlord may show prospective tenants an occupied unit <u>during the last 150 days</u> of the current lease.

*The requirements of this ordinance count back from the end of the current lease. (For ex. if a lease ends on August 28, 2024, the 150-day deadline is March 31, 2024)

What is the Right to Renew Ordinance?

- Right to Renew requires landlords to make a good faith offer (in writing) to current tenants unless the landlord has good cause not to renew.
- If a landlord is not offering a successive lease, they must notify the tenant in writing and include the grounds for good cause.
- If a landlord does not offer a successive lease, or show good cause not to renew, relocation assistance is mandated.



Good Cause:

- The tenant has not accepted the renewal offer in writing within the time required.
- The tenants who accepted the renewal offer, along with any replacement tenants acceptable to the landlord, have not returned a signed lease to the landlord within 10 days of receipt.
- The landlord can demonstrate a justification for not offering renewal (the same justification needed to evict a tenant: Summary Proceedings Act, MCL 600.5714.)
- The owner or a member of the owner's immediate family is going to occupy the unit for a succeeding term.
- The owner isn't going to rent the unit for a succeeding term.



Relocation Assistance

- Equal to 2-month's rent based upon the current lease.



What leases do these laws apply to?

- Lease terms that are 8 months or longer.
- Leases entered into, renewed, or renegotiated after October 16th, 2022. Leases for rental units that are located within the Ann Arbor city limits.

Remedies for violations may include civil infractions (\$500 for first offense, \$1,000 for subsequent offenses), private actions by tenants against the landlord, and relocation assistance.

WELCOME TO THE CITY OF ANN ARBOR!

The City of Ann Arbor requires all residents participate in the city's recycling program. Your participation will help our city meet our sustainability goals through waste diversion and recovery.

RECYCLING HOW-TOs

Ann Arbor is a community that embraces "reduce, reuse, then recycle." If something can be recycled, Ann Arbor has a single stream recycling program, which means all recycling material goes into the same containers. Please keep it loose; **do NOT** bag it!

Here is a brief summary of what can be recycled:

Mixed paper – Newspapers, magazines, catalogs, junk mail, office paper, cardboard, frozen food and cereal-type boxes.

Metal cans | Glass bottles and jars, remove tops.

Cleaned plastic bottles, containers and tubs (Screw on caps: keep on. Flat plastic lids: throw away).

"Aseptic" and "Tetrapak" cartons
These are typically used for milk, juice, soy milk, chicken broth, almond milk, etc.

For more details on what can and can't be recycled, please visit the recycling guide provided by Recycle Ann Arbor at recycleannarbor.org.

DUMPSTER TRASH COLLECTION

Large apartment buildings usually use dumpsters for trash. Recyclables are

generally collected in dumpsters as well. Do not block the dumpsters with vehicles or trash. You can be ticketed and towed. All materials must be placed into the containers and the lids able to close.

CURBSIDE COLLECTION

Houses and smaller apartment buildings place carts on the curb before 7 a.m. for weekly collection.

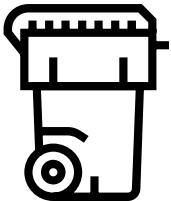
ALL TRASH must fit into the trash cart and all recyclables must fit in the recycling carts including all flattened cardboard

Broken bags, loose trash, furniture, etc. must be cleaned up by the occupant or be subject to Clean Community fines.

Solid waste and recycling carts must be stored at the side or rear of the dwelling and not placed at the curb more than 24 hours ahead of time. Empty carts must be removed from the curb by Noon the day of collection.

Your weekly collection day is listed on the city's website (*and refer to the check boxes below*).

You must make your own arrangements to dispose of large items, furniture and appliances. These will not be picked up by the city.



Please remember to set prepared waste at the curbside before 7 a.m. on your weekly collection day below. A map is available online a2gov.org/recycle or 734.994.7336.

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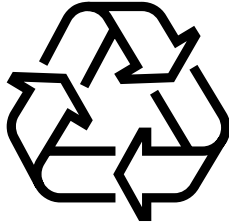
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BULKY ITEMS DISPOSAL

Bulky items can't be put at the curb for collection. However, there are options for reuse or disposal. Please visit a2gov.org/recycle, under "reuse and bulky item disposal" for suggestions and contact information.



LOCAL RESOURCES

CITY OF ANN ARBOR

General information on city services and links to find more details.

a2gov.org

RECYCLE ANN ARBOR

A city contractor that collects, sorts and processes recycling material.

recycleannarbor.org

734.662.6288

WASHTENAW COUNTY

Collects household hazardous waste.

washtenaw.org/hometoxics

UNIVERSITY OF MICHIGAN RECYCLING

recycle.umich.edu