

## LANDLORD AND TENANT DUTIES

**Beginning of Lease** (generally move in)- MCL 554.602, 553.604, 554.605, 554.608 (2)

### **Landlord**

- Ensure that any security deposit, if required, does not exceed 1 1/2 months rent.
- Deposit tenant's security deposit in a regulated financial institution OR file a surety bond with the state
- Provide tenant with 1) A copy of the lease and 2) Two blank copies of the inventory checklist

### **Tenant**

- The security deposit is the lawful property of the tenant
- Recommendation: Read the lease (preferably before signing it) and all other information provided to you by the Landlord. Request from Landlord the inventory checklist and/or itemized list of damage report from previous tenancy.

**Within 7 days from move in** (Landlord & Tenant may agree to shorter period but no longer) - MCL 554.608 (3)

### **Landlord**

- Recommendation: Keep tenant's completed checklist

### **Tenant**

- Return to Landlord completed inventory checklist, noting condition of rental unit (add pages if necessary); be sure to keep a copy for yourself.

**Within 14 days from move in** - MCL 554.603

### **Landlord**

- Provide Tenant in writing - 1) Landlord's name and address for receipt of rent and communications; 2) Where Tenant's security deposit will be held (name and address of financial institution or surety bond company); and 3) Include specific statutory notice of Tenant's duties to provide forwarding address within four (4) days of move out.

### **Tenant**

- Recommendation: Read the information provided to you by the Landlord

**Move out** (not necessarily the end of the lease - MCL 554.608 (5))

### **Landlord**

- complete a termination inventory checklist, noting condition of rental unit

### **Tenant**

- Recommendation: Remove all personal property, clean unit, turn in keys

**Within 4 days after move out** - MCL 554.611

### **Landlord**

- Recommendation: Keep a copy of Tenant's forwarding address

### **Tenant**

- Provide Landlord in writing (not orally) your forwarding address

**Within 30 days after move out** - MCL 544.609

**Landlord**

-Mail to Tenant an itemized list of damages, with proper statutory notice provision claimed against Tenant's security deposit accompanied by a check or money order for the difference. Only unpaid rent, unpaid utility bills and damages to the rental unit beyond reasonable wear and tear caused by Tenant may be claimed against the security deposit (not cleaning fees).

**Tenant**

-Recommendation: Watch for itemized list of damages in the mail

**Within 7 days of Tenant's receipt of Landlord's itemized list of damages** - MCL 554.612

**Landlord**

-Watch for Tenant's mailed response to the itemized list of damages

**Tenant**

-Respond in detail, by ordinary mail, indicating agreement or disagreement to the damages charged  
-Be sure to count the days; the date of mailing is considered the date of response

**Within 45 days - not thereafter - of move out** - MCL 554.613

**Landlord**

-To be entitled to keep the disputed amount of security deposit, file suit against Tenant damages - unless an exception applies.

**Tenant**

-If suit is filed, appear in court and defend  
-NOTE: if suit is not filed, you may file suit for recovery of your security deposit

**I Have read this form and accept responsibility to perform and adhere to the provided state guidelines**

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Witness

Date

\_\_\_\_\_  
Witness

Date