

Spartan Village Apartments Policies and Procedures

Contract and Lease Policies

1. All residents of Spartan Village Apartments agree to abide by the terms of the Spartan Village Apartments Lease Agreement. All residents and their guests agree to abide by Spartan Village Apartments Policies and Procedures.
2. All residents of Spartan Village Apartments are also bound by federal, state and local laws, University regulations and agree to comply with housing policies, staff and student government.
3. Spartan Village Apartments and Michigan State University reserve the right to amend and alter these policies at any time with proper notice to residents.

Lease Renewal/ Notice to Vacate

Residents are required to provide Spartan Village Apartments with written notification of their intent to renew their existing lease or their intent to vacate the apartment no later than 45 days prior to their lease end date. If notice is not received prior to 45 days of lease end date or vacate date, additional charges will be incurred that may include rental charges of 150% of rental rate. Failure to return a signed lease within this time frame will result in lease termination and the resident will be required to vacate the apartment. Spartan Village Apartments retains the right to inspect all apartments within 60 days of lease end dates to determine apartment condition, plan and execute maintenance tasks and to assess charges for any damages.

Termination

Tenants are required to stay in Spartan Village for a minimum of (4) months. Tenants who terminate their lease before four (4) months after the start of a new or renewed lease shall be subject to the minimum required (4) month rental charges in addition to a \$150.00 cancellation fee. This policy does not exempt the tenant from providing the Spartan Village Leasing Office with a 45 day advance written notice of their intent to terminate their lease. Tenants deciding to terminate their lease during this period are still required to provide Spartan Village Leasing Office 45 day advance written notice of their intent to terminate their lease. Tenants failing to provide forty-five (45) day advance written notice to Spartan Village Leasing Office prior to vacating will be responsible for a 45 day penalty after the date of their departure or the date of their written vacate notice, whichever date is earlier.

Vacancy/Move out Process

Upon either expiration or termination of their lease all keys must be sealed in a Key Return Envelope and all requested information completed on the Key Return Envelope, including full name, apartment address, forwarding address, and a valid email address. During hours of operation, keys may be returned by bringing them to the Spartan Village Service Center or by sealing them in a Key Return Envelope and dropping them in the "After-Hours Key Return Box" located in the Spartan Village Community Center mail room, residents must return all keys to Management and yield possession of the apartment. An apartment is not considered vacant until all keys have been turned in to management, and the resident will be charged for each day keys have not been returned.

A move out inspection will take place to determine apartment condition and to assess any charges for damages. Residents can be present during the inspection but are not required. Premises must be returned clean, in good order and appliances and furniture must be in good working condition. Residents will be responsible for any and all checkout charges assessed to your apartment after you have vacated and or transferred from your apartment, any charges will be placed on your university account once your apartment has been cleaned and the fees applied. Charges will be split between roommates and will be posted to your account; it may take 3-4 weeks for fees to be assessed.

Lease/Contract Termination

Residents who experience a significant change in their circumstances may submit a contract release application to Contract Release Committee. The submission of the application is not a guarantee of approval. The approval or denial of such application is at the sole discretion of this committee. The application is found at <http://liveon.msu.edu/pdf/Contract-Release-Application.pdf>.

Occupancy Requirements / Limits

Extended family members and guests may reside in an apartment for no longer than 14 days. Anyone staying past 14 days must be listed on the lease as an additional occupant.

The maximum number of persons permitted to occupy a one-bedroom apartment is two. The maximum number of persons permitted to occupy a two-bedroom apartment is five.

Transfer Policy

Anyone wishing to transfer apartments is required to complete an apartment transfer request form. This is a request only and approval is not guaranteed. Transfer requests will only be considered for a change in family status and is at the sole discretion of Spartan Village Apartments Management on a case by case basis.

If a transfer is granted, the following will take place:

- A transfer fee of \$150 will be assessed to your university account.
- Rent must be paid and up to date on current apartment and the resident will incur a rental charge overlap for both apartments for the days they have possession of keys for both apartments. The duration of this overlap will be determined by management.
- An inspection of the resident's current apartment will take place prior to transfer approval to verify the resident maintained the apartment in good condition and to determine if any additional charges will be assessed. If the apartment is not in good condition, the transfer will be denied.

Single Student Apartment Rent Liability

Residents in single student housing are jointly and severally, individually and collectively responsible for the payment of the total monthly rental charge. If one of the residents vacates the apartment for any reason during the term of the lease, the remaining resident(s) are responsible for the total lease term rental charge. It is the sole responsibility of each roommate to communicate with all other roommates and Spartan Village Apartments regarding move out dates and notifications. It is the responsibility of the remaining roommates to secure a new roommate or make other arrangements.

Delinquency/Eviction

Residents with accounts 21 days delinquent will be sent a notice requesting payment. If payment in full is not received within 7 days, a Demand for Possession for non-payment of rent will be issued. Failure to comply will result in legal proceedings against all lease signors of the apartment. The resident will also be responsible for all court filing fees and administrative costs.

Apartment Care

Residents will be held responsible for maintaining the interior and exterior appearance of their apartment in a clean and sanitary manner. Residents will also be held responsible for damages due to negligence, including the failure to report items in need of maintenance.

Commercial Activity

Residents are prohibited from conducting a business or commercial activity in/from their apartment or any MSU campus property.

Alcoholic Beverages

Residents and visitors must abide by state and local laws, as well as Michigan State University ordinances relative to the use and possession of alcoholic beverages. The possession or consumption of alcoholic beverages is prohibited in laundry facilities, study rooms, the community center, and playgrounds. Alcoholic beverages are not to be left on balconies.

Commercial Activity

Residents are prohibited from conducting a business or commercial activity in/from their apartment or any MSU campus property.

Solicitation

Michigan State University Ordinances prohibit any person, firm or corporation from selling, hawking, or peddling any goods, wares, services, or merchandise on MSU property. This includes the distribution of handbills, election materials, and advertisements of any kind.

Maintenance

Routine maintenance and pest control services are provided during regular business hours at no additional cost, as long as repairs, damages, and pests are not a direct or indirect result of negligence, irresponsible behavior, or failure to report an issue.

Maintenance requests can be made on line at www.liveon.msu.edu, in person at the Service Center or by calling the Service Center at 517-355-9557. A request for maintenance constitutes consent for University personnel to enter an apartment.

Emergency maintenance requests can be made 24 hours/day, 7 days/week for the following issues:

- Lock Out/Lost Keys
- Water Leak
- No Heat
- No hot or cold water
- Broken Window
- Broken Exterior Door
- No A/C, if owned by UA & is over 80 degrees
- Severe plumbing clogs
- Refrigerator /freezer not working
- Stove not working

Special Notes Regarding Maintenance of your apartment:

- **Plumbing**- The plumbing is not designed to handle the disposal of tampons, sanitary napkins, disposable diapers, grease, garbage, or other such materials. Service calls to remove foreign objects from drains and toilets may result in service charges being assessed to the resident.
- **Ventilation**- It is imperative that air circulate to prevent the growth of mold and mildew. Report any signs of mold or mildew growth as soon as possible.
- **Keys/Locks**- Residents with proper ID may pick up a loaner key from the Service Center. Key or lock replacement will result in a charge. Installation of personal locks and duplication of University keys is strictly prohibited.
- **Appliances**- Additional appliances are not permitted without the written consent of Spartan Village Apartments. This includes but is not limited to air conditioners, dishwashers, freezers, refrigerators, washing machines and dryers. Failure to adhere to this policy will result in a \$100 charge and may lead to lease termination.
- **Air Conditioners**- A resident wishing to have an air conditioner in their apartment must sign an Air Conditioner Agreement prior to its installation. An installation fee and monthly seasonal surcharge will be assessed at the time of the request. Residents are required to provide their own air conditioner that will then be installed by a Spartan Village Apartments Technician. Spartan Village Apartments is not responsible for maintaining the resident's own air conditioner.
 - All air conditioners must meet the following specifications:
 - Must not exceed 10,000 BTUs.
 - Must use 110-120 volts.
 - Must draw 10 amps or less.
 - If needed, extension cord must be 12 gauge or heavier, grounded, and free of defects.
- **Renovation/Maintenance Relocation**- Spartan Village Apartments reserves the right to reassign a resident to a similar apartment with appropriate notice when extensive repairs or renovations are required or for health and safety reasons. There will be no cost or remuneration to the resident.

Furniture

Each apartment is leased as furnished, partially furnished or unfurnished, as is. Residents are responsible for all damages to furniture that are not noted on their move in check list. Spartan Village Apartments does not provide temporary bedding for resident guests. All apartments must be returned with the same furniture that they are leased with.

Interior and Exterior Alterations

For the safety of all residents, items are not permitted to be attached to any exterior building, balcony, railing or tree without the written consent of Spartan Village Apartments Management. These items include but are not limited to television and radio antennas, satellite dishes, clotheslines, and hammocks.

It is against Michigan State University ordinances to ascribe or affix signs, notices or advertisements in locations other than designated locations and bulletin boards.

Alterations to apartment interiors can consist of basic nails or tacks to hang pictures on walls only. Excessive holes or the use of tape will result in charges to the resident. There is to be no additional painting, plumbing, electrical wiring, cable or phone jacks installed without written consent from management. Spartan Village Apartments reserves the right to remove any and all items, signage and alterations made to the interior and exteriors of buildings and apartments.

Grills

The use of small personal charcoal grills is permitted provided there is constant adult supervision at all times. Coals must be doused completely before being properly disposed of. All use of grills is the sole responsibility of the resident and they maintain sole liability for any injuries to people or damages to property caused by the use of grills or disposal of grilling materials. Gas grills are prohibited.

Right of Entry/Inspections

Spartan Village Apartments reserves the right to enter apartments during reasonable hours after providing appropriate notice for the purposes including but not limited to performing health and safety inspections, pest control, building inspections, maintenance and repairs.

Spartan Village Apartments reserves the right to enter apartments without notice for emergency reasons including but not limited to health concerns, safety concerns and water intrusion.

Personal Liability and Property Insurance

Spartan Village Apartments, MSU and its employees DO NOT accept liability for the theft or loss of money, property, valuables, damages to any resident or guest property or personal injury sustained in or at Spartan Village Apartments. It is recommended that residents carry their own personal property insurance or determine if property loss is covered by parent's homeowner's policies. Residents are also urged to put proper identification on all valuables.

Right to Quiet Enjoyment

All residents of Spartan Village Apartments have a right to quiet enjoyment of their apartment home. Please be considerate of your neighbors when smoking, speaking, playing radios, televisions, etc. The MSU police will be contacted and excessive noise complaints resulting from high volume music, television, and yelling may result in termination of your lease. Residents are expected to be considerate of their neighbors when smoking and will be fined for improper disposal of smoking materials.

Parking Regulations

All residents with motor vehicles, mopeds, and bicycles are required to register them with the MSU Police Department during their residency at Spartan Village Apartments. The cost of parking is not included in the rental rate. Visitor parking passes may be purchased at the Service Center.