

# Landlord Checklist

Here's a comprehensive checklist for landlords managing rental properties in Michigan, ensuring compliance with state laws and best practices.

## Legal Registration & Licensing

- Obtain a Rental License
- Register your rental property with the Michigan Department of Licensing and Regulatory Affairs (LARA) and secure local permits or certifications. Requirements may vary by municipality

## Real Estate Broker License

- If you're managing properties for others and involved in leasing activities, ensure you hold a Michigan real estate broker's license
- Exceptions apply for direct employees of property owners

## Lease Agreements

- Draft Clear Lease Term
- Ensure your lease agreements comply with Michigan laws
- Leases longer than one year must be in writing

## Include Required Disclosures

- Incorporate necessary disclosures, such as lead-based paint information for properties built before 1978

## Security Deposits

- Limit and Handling
- Security deposits cannot exceed 1.5 times the monthly rent
- Provide tenants with a notice detailing the name and address of the financial institution where the deposit is held
- Return Timeline: Return the deposit within 30 days after lease termination, itemizing any deductions

## Property Condition Documentation

- Move-In/Move-Out Checklist

- Provide tenants with two copies of a move-in checklist at the start of the tenancy
- Tenants must complete and return one copy within seven days
- This checklist should detail the condition of the property to prevent disputes over damages

## Maintenance & Repairs

- Habitability Standards
- Maintain the property in a safe and habitable condition, addressing issues like plumbing, heating, and structural integrity promptly
- Emergency Repairs: Respond to emergency repair requests within 24 hours

## Tenant Rights & Privacy

- Quiet Enjoyment
- Respect tenants' rights to privacy
- While Michigan law doesn't specify notice requirements for entry, it's best practice to provide reasonable notice before entering the property, except in emergencies

## Eviction Procedures

- Proper Notices
- Serve the appropriate notice based on the situation
- A 7-day notice for nonpayment of rent or a 30-day notice for other lease violations
- Legal Process
- Follow the legal eviction process through the courts. Self-help evictions, such as changing locks or shutting off utilities, are illegal

## Local Ordinances & Inspections

- Municipal Requirements
- Check with local municipalities for additional requirements, such as rental property inspections or specific ordinances
- Cities like Grand Rapids and Kalamazoo have their own regulations

## Fair Housing Compliance

- Non-Discrimination
- Federal and state fair housing laws prohibit discrimination based on race, color, religion, sex, national origin, familial status, disability, age, and marital status

## Documentation & Record-Keeping

- Maintain Records
- Keep thorough records of all transactions, communications, maintenance requests, and inspections
- This documentation is crucial in case of disputes or legal proceedings

By following this checklist, you'll ensure that your property management practices in Michigan are compliant and efficient.

Feel free to ask if you need assistance with specific forms or further guidance!

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