

Each unit shall have minimum square footage requirements for each sleeping room. The minimum bedroom requirement is 90 sq ft. for 1 occupant or 60 sq ft. for each additional occupant thereof. Also, the number of adult occupants shall not exceed twice the number of bedrooms.

Plumbing and Fixtures

Each unit must include its own plumbing facilities which operate properly, can be used in privacy, are adequate for personal cleanliness and disposal of human waste. It provided, all kitchen fixtures shall function as indicated.

Heating, Mechanical, Electrical

All equipment shall function as designated.

All units shall be capable of maintaining a room temperature of 70 degrees.

Every habitable room shall contain no less than 2 separate outlets, one of which may be switched and/or a ceiling fixture.

Fire Safety

Every sleeping room must have approved, direct means of egress/exit to the exterior.

All units must have a smoke detector/alarm installed and functioning as per the Muncie City Code. It is the responsibility of the occupant to maintain the detector in good working condition.

SECTION 3-General Responsibilities

Responsibilities of Tenants

Cleanliness: Tenants must maintain in a sanitary condition the part of the structure and supplied fixtures he or she occupy or control.

Noise: Tenants shall not create noise that disturbs the comfort of others.

Trash: Every occupant shall be responsible for the removal of garbage from the unit.

Each tenant is required to maintain his or her own copy of this Tenancy Agreement and Affidavit of Occupancy on the premises listed at the top of this form.

Responsibilities of Owners (in addition to property requirements of Section 2 above)

Maintain public areas: While the landlord may require through a lease that the tenant mow the lawn, be responsible for general clean-up, etc, it is the Landlord's responsibility to enforce such a clause. Ultimately, the City of Muncie may cite a landlord for violating a weed ordinance, maintaining a nuisance, etc. if a situation results in repeated complaints to the Building Commissioner's office, regardless of the lease's wording. The City of Muncie is not responsible for enforcing the provisions of any landlord's lease.

Each Property Owner is responsible for ensuring this document is executed and is required to keep a copy on file. If managed by a third party, that Property Manger is required to have a copy on file.

SECTION 4-Affidavit of Occupancy

Term of Lease

Under penalties of perjury, the undersigned hereby affirm and attest that:

1. The only occupants of the above named property (Section 1) are listed below and that no other person does or shall occupy these premises.
2. Each has read in its entirety Sections 2 & 3 regarding Overview of Code and Responsibilities of Tenants and Owners.

Tenant #1 Name _____
 Permanent Address _____
 City/State/ZIP _____

 Signature _____ Date _____

Tenant #2 Name _____
 Permanent Address _____
 City/State/ZIP _____

 Signature _____ Date _____

Tenant #3 Name _____
 Permanent Address _____
 City/State/ZIP _____

 Signature _____ Date _____

Tenant #4 Name _____
 Permanent Address _____
 City/State/ZIP _____

 Signature _____ Date _____

Tenant #5 Name _____
 Permanent Address _____
 City/State/ZIP _____

 Signature _____ Date _____

Tenant #6 Name _____
 Permanent Address _____
 City/State/ZIP _____

 Signature _____ Date _____
