



# Right to Renew Complaint Form

Chapter 105 Section 8:530

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

<https://www.a2gov.org/departments/build-rent-inspect/housing/Pages/Filing-Complaints.aspx>

## Section 1: Parties Involved

Address of Rental Unit: \_\_\_\_\_ Unit/Apt #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Tenant/Complainant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner/Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Section 2: Complaint Information

Check the box(es) that best describe your complaint:

- Landlord did not offer renewal or provide good cause reasons for non-renewal.
- Landlord offered renewal less than 180 days into the current lease term.
- Landlord offered renewal but required tenant to respond in fewer than 30 days.
- Landlord offered renewal but the renewal was missing required information. Check reason(s) below:
  - Names of parties
  - Address of rental
  - Rent price and fees
  - Term of successive lease
  - List of changes to terms and conditions from current lease
  - Date landlord required tenant to respond (cannot be less than 30 days from offer)
- Landlord did not provide the terms of a successive lease within 10 days of tenant's agreement to a successive lease
- Landlord did not provide countersigned lease within 10 days of a tenant returning a signed lease.

**Provide additional details below. Attach relevant documents (lease, communications from landlord, etc.)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Guide to the Right to Renew Ordinance Ann Arbor City Code Chapter 105 Section 8:530

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

This ordinance, formerly known as the Early Leasing Ordinance (ELO), determines when and how a landlord **must** communicate an offer for a successive lease, or notice of non-renewal to a current tenant. The provisions of this ordinance can't be waived by the parties involved.

### This ordinance applies to:

- Leases entered, renewed, or renegotiated after March 17, 2024.
- Leases at least 8 months in total duration.
- Leases for units located in Ann Arbor City limits.
- Leases not otherwise subject to restriction of income, age, or rent by a government agency that conflicts with this section.

### General Lease Renewal Process Renewal Process Under Section 8:530

180 days into the current lease, landlord must inform tenant of their intent to offer a successive lease.	Tenant has at least 30 days to respond to the landlord's offer	Landlord has 30 days from tenant's acceptance to provide successive lease	Tenant has 10 days to return the signed lease to landlord	Landlord has 10 days to countersign the lease
<p>The offer (which cannot be made earlier than 180 days into a lease) can be via electronic communication, personal delivery, or US mail</p> <p>The offer must include:</p> <ul style="list-style-type: none"> <li>• name(s) of parties</li> <li>• address of unit</li> <li>• price of rent &amp; fees</li> <li>• term of successive lease</li> <li>• list of changes in terms and conditions from current lease</li> </ul> <p>If not offering renewal, notice must include the grounds for good cause not to renew</p>	<p>A landlord can't require a tenant to accept sooner than 30 days after sending the offer</p> <p>Tenant's response can be via electronic communication, personal delivery, or US mail</p> <p>Landlord can't show unit to prospective tenants or lease to another tenant until 210 days into the current lease</p>	<p>Any replacement tenants must be acceptable to the landlord in the landlord's usual screening process</p>	<p>Tenant must return signed lease within 10 days of receiving the lease from landlord</p>	<p>After countersigning the lease, the landlord must immediately return it to the tenant</p>

**Relocation Assistance:** If landlord does not make good faith offer to renew, landlord shall pay relocation assistance equal to 2-months' rent.

*For leases greater than 12 months, this timeline begins the first day of the final 12-month period of the lease.*

### Good Cause Reasons Not to Renew a Lease

- The tenant did not accept the renewal offer in writing before the deadline.
- The tenant did not return a signed lease to the landlord within 10 days of receipt.
- 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.
- The landlord can demonstrate a justification for not offering renewal as defined in [MCL 600.5714](#).

### Landlord Entry & Leasing to Another Tenant

- Landlord can't enter a unit to show to prospective tenants, or lease to another tenant until 210 days into current lease period.

### Enforcement and Remedies

- **City of Ann Arbor Action**
  - A violation of this ordinance constitutes a civil infraction punishable by a fine of at least \$500.00 for the first offense and at least \$1,000.00 for subsequent offenses.
- **Tenant Action**
  - A tenant may bring a civil action for damages and/or injunctive relief against the landlord.
  - Private actions and remedies under this section are in addition to any infractions the City may issue.
  - A court may order up to 2 times the relocation assistance payment for willful violations and may order costs and attorney fees in its discretion.
- **Court Action**
  - A court may issue and enforce any judgment, writ, or order necessary to enforce this section, including a court order requiring a relocation assistance payment, if applicable.