

# Tenants Responsibilities

- **Pay your rent on time.** You never have the right to withhold rent payments. Your landlord can evict you with a 3 day notice for non-payment of rent.
- Do not have more people living in the unit than agreed upon with your landlord.
- Keep the unit and yard clean and free of debris.
- Do not park vehicles that do not run on property.
- Pay utility bills *on time* if they are your responsibility.
- Report any accidents or damages to the property to your landlord.
- Let the landlord know if you will be away from the unit for an extended period of time.
- Do not substantially change the property without first getting permission from your landlord.
- Most agreements require a 30 day notice to move.
- Most importantly, **be a good neighbor!**

## Fair Housing Rights

Chapter 13 of the Salina City Code and the Fair Housing Act prohibit discriminatory practices in housing transactions including rentals, sales, loans, terms and conditions. These Acts protect individuals who fall into seven protected classes: race, color, national origin, religion, gender, disability, and familial status. Landlords cannot treat you differently because of your protected class status or it violates these acts.

**The Salina Community Relations Division** is responsible for civil rights. It investigates all complaints of discrimination in employment, housing, and public accommodation. The goal of the Division is to conduct thorough and objective investigations and to remain impartial throughout the investigation.

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**Do you feel like you have experienced discrimination?**



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Community Relations Division**

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# TENANTS: Know Your Rights and Responsibilities

City of



**Salina**  
Community  
Relations  
Division

## Finding A Place

To find a rental property check the newspaper, Internet, real estate brokers and community bulletin boards for listings. You can also drive through desired neighborhoods to look for property that is available to rent.

## Rental Application

Most landlords will request that you complete a rental application. This may include references, proof of income, former addresses, and/or employment. Questions about your race, color, sex, disability, ancestry, religion, national origin, and familial status are **not allowed**.

## Check out the Rental

Before renting a dwelling, make sure you physically inspect the property. Check out the interior of the home. Is everything in working order? Is there evidence of pests, bugs, or mold? Check the exterior of the home. Are all the windows and doors attached property? Is the parking area in a good location? Ask the property manager who is responsible for maintenance. What utilities are you responsible for paying?



## You Found Your New Home!

Review the lease. How long does the lease last? When is rent due? Is there a late charge for overdue rent? If there are things in the lease that you do not understand, ask the landlord for clarification. If the lease has terms you don't agree with, **don't sign it!** It is important that you and the landlord talk about the conditions of the lease and mutually agree on the terms.

Don't be afraid to request lease modifications, but get them in writing!

## Deposit

Typically, landlords require a deposit and the first month's rent before giving you possession of the property. Some landlords require the first and last month's rent with the deposit. Deposits for unfurnished dwellings cannot be more than one month's rent. For furnished dwellings, deposits cannot exceed one and a half of monthly rent.

## Ready To Move In?

Before moving in to a place, you and your landlord should complete a walk-through of the dwelling. This means that you inspect the property together and make a list of everything that is dirty, needs repair or is damaged. You both need to sign this inspection sheet, allowing you to have a record of the property's condition when your lease started and preventing you from being charged for previous damage when you leave.

Keep the relationship between you and your landlord business-like. If possible, keep all communication in writing. It is important to keep a record of all your communications with your landlord in a safe place.

## Questions & Answers

**Q: What are the landlord's maintenance responsibilities?**

**A:** This depends on your lease agreement. Submit requests for repairs in writing to your landlord and keep copies for your records. There are certain things a landlord must comply with to meet the *Minimum Housing Code*: Electricity, heat, water and hot water must be in working order.

**Q: Can landlords enter the rental property whenever they please?**

**A:** No, landlords must give you reasonable notice and a suitable time before entering your rental, except in emergencies.

**Q: Are there rules regarding increasing rent?**

**A:** Landlords must provide 30 days notice from the beginning of a rent cycle regarding an increase. Increases can only be applied after the terms of a current lease have expired.

