

**CITY OF MADISON  
OFFICE OF THE CITY ATTORNEY  
Room 401, CCB  
266-4511**

Date: March 6, 2015

**MEMORANDUM**

TO: Members of the Landlord and Tenant Issues Committee

FROM: Steve Brist, Assistant City Attorney

RE: Best Practices Guidelines

- I. Generally agreed upon provisions, based on Sections of Chapter 32 that may be repealed or amended because of State Law changes.
  1. A landlord or landlord's agent should provide at least 24 hours notice before entering upon a tenant's leased property, unless it is reasonably believed that entry is necessary to preserve or protect the premises from damage or destruction.
  2. The landlord should provide at least 24 hours notice, the exact time of entry and the length of stay when showing the leased property to potential future tenants. The landlord and tenant may also agree to shorter notice periods or a larger window of availability.
  3. The landlord should provide the tenant with written guest regulations, if such regulations exist.
  4. The landlord should provide the tenant with the Tenant's Rights and Responsibilities brochure at the beginning of the tenancy.
  5. The landlord should provide a new tenant with voter registration forms at the time the tenant takes possession of the residence.
  6. The landlord agrees that late fees and penalties will not exceed 5% of the periodic rent.
  7. The landlord will provide written reasons for denial of a rental application or for the non renewal of a lease.
  8. If the residence is subject to rent abatement the landlord will so inform successor tenants.
  9. This landlord will use written check in and check out forms.

10. The landlord will photograph any damages found at the end of the tenancy and will make the photographs available to the former tenant.
11. The landlord will provide the former tenant with an itemization of amounts withheld from security deposits.
12. The landlord will provide the tenant with a telephone number where the tenant may reach the landlord or the landlord's agent.
13. The landlord will itemize any amounts withheld from an earnest money deposit.
14. The landlord will explain their minimum income requirements.

II. Additional Discussion items

1. Security deposit caps
2. Two security deposits for the same premise
3. Disclosure of building code violations
4. Further discussion of written reasons for denial of tenancy (although this is #7 above).