



Investor's Property Management, LLC  
 2511 S. State Street Ann Arbor, MI 48104  
 Phone: (734) 662-8832 Fax (734) 662-8864  
 Web Site: [www.ipma2.com](http://www.ipma2.com) E-Mail: [rent@ipma2.com](mailto:rent@ipma2.com)

**SAMPLE APPLICATION**  
**NOT VALID IF SUBMITTED TO IPM**

APPLICATION TO BE SUBMITTED WITH: \$ \_\_\_\_\_ (Application Fee) AND \$50.00 Per Application/Tenant  
 (Administrative fee)

Rental Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City: Ann Arbor State: MI

Future Roommates (co-applicants): \_\_\_\_\_

Monthly Rental Installment: \$ \_\_\_\_\_ Security Deposit (Monthly Installment x 1.5): \$ \_\_\_\_\_

Administrative Fee: \$ \_\_\_\_\_ Total Rent for Lease Term (Monthly Installment x 12): \$ \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Permitted Occupants: \_\_\_\_\_ Utilities Paid by Tenant(s): \_\_\_\_\_

Lease Dates: MAY: 5/15/2020 – 5/3/2021 AUGUST: 8/1/2020 – 7/12/2021 SEPTEMBER: 8/28/2020 – 8/10/2021

Note: Pets are not permitted by Landlord. Snow Removal is Tenant's Responsibility (not applicable for apartments).

**NOTE: YOU WILL BE RESPONSIBLE FOR 12 EQUAL INSTALLMENTS UNLESS OTHERWISE NOTED**

**APPLICANT INFORMATION**

Note: Review & application processing includes a credit check

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Vehicle Make/Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Will you be receiving financial support to make your rental installments?  
 If Yes, then from whom/where? \_\_\_\_\_

Name of Parents or Closest Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Rent: \_\_\_\_\_ How long have you been living there? \_\_\_\_\_

Employer Name (if student, and not employed, write "student"): \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer Address \_\_\_\_\_ Monthly Income: \_\_\_\_\_

How long have you been employed there? \_\_\_\_\_

STUDENTS ONLY: Does your group have any common affiliations (ex. Athletic, Greek/Social, Academic)?  
 \_\_\_\_\_

Please Answer ALL Questions Below:

- 1.) Have you ever been sued for bills?.....
- 2.) Have you ever declared bankruptcy?.....
- 3.) Have you ever broken a lease?.....
- 4.) Have you ever been sued for eviction or nonpayment of rent?.....
- 5.) Have you ever been convicted of a felony?.....



Investor's Property Management, LLC  
2511 S. State Street Ann Arbor, MI 48104  
Phone: (734) 662-8832 Fax (734) 662-8864  
Web Site: [www.ipma2.com](http://www.ipma2.com) E-Mail: [rent@ipma2.com](mailto:rent@ipma2.com)

**SAMPLE APPLICATION**  
**INVESTOR'S PROPERTY MANAGEMENT, LLC**

**Right to Withdraw:** In accordance with **ORDINANCE NO. 7-06**, Section 8:530 of Chapter 105 of Title VIII of the Code of the City of Ann Arbor, Applicant may withdraw this application and/or lease at any time prior to Landlord notifying Applicant that Landlord has signed the lease. Upon Landlord signing the lease, the landlord will give notice of that signing to tenant at the following e-mail/ mailing address: \_\_\_\_\_

**Acceptance of Contract:** Landlord has the right to accept or reject this application. Landlord considers and processes applications on a first-come, first-served basis. Landlord may notify Applicant of acceptance/approval of their application by notifying the Applicant in person, by phone, by email, by first class mail, or by delivering the Lease and Guarantee Agreement to Applicant in person or by first class mail, at the address noted as Applicant's present address. Notice of Landlord's acceptance/approval is effective upon mailing. Signatures delivered by Facsimile/Fax shall be treated as original signatures.

**Non-refundable Application Fee:** The \$ \_\_\_\_\_ application fee (equal to monthly rental installment amount from 1<sup>st</sup> page) is a **non-refundable fee** unless Landlord rejects the application. If the copies of the Lease and surety agreements are fully executed and returned by all applicants and guarantors within 5 days from the date of notice to applicant that the documents are prepared, the application fee will be credited to the first month's rental installment and administrative fee. If the documents are not returned fully executed within 5 days, then the Landlord may retain the application fee without credit to Applicant. Tenant may not withdraw, revoke, or otherwise rescind this Application/Contract to Execute Lease without Landlord's consent.

**Lead Warning Statement:** Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

**Lead:** Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing. Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing. However, HUD estimates that 75% of the houses built before 1978 contain some lead-based paint. Tenant should assume this property was built before 1978. Tenant acknowledges receipt of "Protect Your Family From Lead in Your Home" prior to submitting this application.

**Default:** If the Applicant and/or co-applicants fail to sign and return the Lease, its Addenda and Surety/Guarantee Agreements within 5 days of notice that the documents are ready to be signed or if they fail to pay the application fee, administrative fee and the security deposit 30 days prior to the commencement of the Lease, they will be in default. In the event of default, the Applicant may be denied occupancy and will remain jointly and severally liable for any loss of rent during the lease term, the cost of improvements made on behalf of Applicant and all additional administrative costs incurred due to the default. Landlord may allow Applicant additional time to perform or Landlord may attempt to re-rent the unit upon default of applicant. Landlord must mitigate damages.



**SAMPLE APPLICATION**  
**INVESTOR'S PROPERTY MANAGEMENT, LLC**

**Disclosure Regarding Real Estate Agency Relationships**

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

**Seller's Agent**

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and subagents will disclose to the seller known information about the buyer, which may be used to the benefit of the seller.

**Buyer's Agent**

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. Buyer's agents and subagents will disclose to the buyer known information about the seller, which may be used to benefit the buyer.

**Dual Agent**

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer. In such dual agency situations, the licensee will not be able to disclose all known information to either the seller or the buyer. The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

**Transaction Coordinator**

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party. The transactional coordinator is not the advocate of either party and therefore has no obligation to "negotiate" for either party.

**Licensee Disclosure**

I/we hereby disclose that the agency status I/we have with the buyer and/or seller is:

**XX** Seller's Agent (or agent for property owner with respect to leasing of the property)

Buyer's Agent

Dual Agent

Transaction coordinator

None of the above

THE ABOVE DISCLOSURE HAS BEEN MADE TO PROSPECTIVE TENANT/APPLICANT WITH RESPECT TO THE LEASING OF PROPERTY NOTED ON THE FRONT OF THIS APPLICATION.



Investor's Property Management, LLC  
2511 S. State Street Ann Arbor, MI 48104  
Phone: (734) 662-8832 Fax (734) 662-8864  
Web Site: [www.ipma2.com](http://www.ipma2.com) E-Mail: [rent@ipma2.com](mailto:rent@ipma2.com)

***SAMPLE APPLICATION***  
**INVESTOR'S PROPERTY MANAGEMENT, LLC**

**NOTICE(S):**

Applicant authorizes Landlord or Landlord's agents to contact past and present landlords, employers, creditors, banks, credit bureaus, neighbors, and any other sources deemed necessary to investigate applicant. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED APPLICANT UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY/FACSIMILE/SCANNED VERSION OF THIS FORM AT ANY TIME. By signing below, applicant confirms that they have viewed the premises and have read the information above or which is referenced herein.

- **Applicant agrees to provide an IPM approved/issued surety/guarantee. This document will be sent to your parents/guardians once the lease is signed.**
- **Tenant(s) acknowledge that Landlord has made available the booklet explaining the rights of tenants under city and state law.**
- **Understand you are responsible for 12 equal installments.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS IS A SAMPLE APPLICATION FOR VIEWING PURPOSES ONLY. APPLICATIONS SUBMITTED OUTSIDE OF DOCUSIGN WILL NOT BE ACCEPTED.

**PLEASE VISIT OUR WEBSITE AT IPMA2.COM  
FOR THE ONLINE APPLICATION.**