

Building and Apartment number

**Lease Term
Leasing Agent**

Fall 2010-2011
Initials

1. Rental Application form filled out by all residents
2. Lease cover sheet completed
3. Lease agreement filled out and signed by residents
4. Furniture request form completed
5. Rights and duties book provided
6. Detroit Edison card filled out and signed by resident
7. Copy of check attached to end of lease
8. Lead based paint form completed
9. Lead based paint booklet given to residents
10. Lease routed to Director of Marketing

Director of Marketing

1. Lease reviewed for accuracy
2. Lease report updated
3. Leasing agents notified
4. Lease routed to Accounts Receivable

Administration

1. Rent card completed
2. Reviewed and initialed Lease Cover Sheet
3. Deposit check
4. Information entered into the Property Mgmt. System
5. Lease routed to General Manager

General Manager

1. Lease reviewed and signed
2. Lease returned to Property Mgr for final file

Circle One:		
NEW	RENEWAL	TRANSFER

Resident Contact Form

Building _____
Apartment # _____

Before you move into your new apartment it will be necessary for us to contact your group to pass along important move-in information. This information will be sent to you around June 1st.

We need to have one person we can contact who will share any information with the rest of the group and to make whatever pre-move-in decisions that need to be made. **All signatories agree that the contact person's decision will be binding to all parties to the lease.**

In addition, this person will be responsible for filling out the Detroit Edison electric bill and Security Deposit Refund form with his/her name and address. At the end of the lease, your apartment's security deposit refund check will be sent to this person at the address stated (unless you decide to renew your lease, in which case it will carry over to the next year).

Please designate who that person will be and fill out the information below. Everyone in your group should have this information as well in case you need to contact him/her.

(Please Print All Information)

Name of Contact Person: _____
Current Address: _____

Current Phone Number: _____
Current E-Mail Address _____
Summer Address: _____

Summer Phone Number: _____
E-Mail Address _____

Signatures: _____

SECURITY DEPOSIT TRANSFER:

Building Name _____ **Apt. #** _____
(2010-2011 Lease)
Last Names of all residents _____ Total amount of 2010-2011
On 2010-2011 Lease _____ Security Deposit \$ _____

100% of our Security Deposit will continue to be held for the above apartment for our 2011-2012 Lease

If 100% of the Security Deposit from the 2010-2011 lease is NOT being transferred for the same apartment, please check the appropriate section below and fill in all the information.

SECURITY DEPOSIT: TRANSFER/REFUND
Check as applicable

_____% of our Security Deposit will be returned **in one check** payable to _____ and mailed to the following address: _____
(Please print) _____

_____% of our Security Deposit will be transferred to our 2011-2012 lease for apt. # _____ At _____ in the names of _____

_____% of our Security Deposit will be transferred to our 2011-2012 lease for apt. # _____ at _____ in the names of _____

Resident Signature _____	Date _____
Resident Signature _____	Date _____
Resident Signature _____	Date _____
Resident Signature _____	Date _____
Resident Signature _____	Date _____
Resident Signature _____	Date _____

NOTE: The final Security Deposit transfer/refund amount will be determined after deducting any outstanding balances, charges for damages, etc. Residents transferring their Security Deposit will be responsible to pay any remaining balance due on their 2010-2011 lease after the balance has been transferred.

Payment Summary Sheet

FOR OFFICE USE ONLY

Apartment Market Value for 2010-11 _____

Date _____

Building _____ Apartment Number _____

New Lease Renewal Transfer from Building/ Apartment _____

Names of those who have permission to sign this lease, pending approval of application:

Initials:

1st Month's installment	\$ _____	Sept. 2010
Other Rent:	\$ _____	
Laundry	\$ _____	
Non-Refundable fee	\$ _____	
Security Deposit	\$ _____	= to 1.5 X Rent
Total Due:	\$ _____	
Amount paid at signing	\$ _____	
Total Balance Due:	\$ _____	

*See below for payment breakdown

Monthly installment: \$ _____ X No. of Installments 12 = \$ _____

Other Rent: \$ _____ X No. of Installments _____ = \$ _____

*Payment of the total amount due shall be made in the following manner:

\$ _____ Due on _____

\$ _____ Due on _____

\$ _____ Due on _____

Comments: _____

Initials: _____

**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND
LEAD-BASED PAINT HAZARDS
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 presences of know lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (Initial)

- _____ (A) Presence of lead-based paint or lead-based paint hazards (check one below):
- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain: _____)
- Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- _____ (B) Records and reports available to the lessor (check one below):
- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents: _____)
- Lessor has no reports or records pertaining to lead-based paint or lead-based paint hazards in the housing.

Lessee's Acknowledgement (Initial)

- _____ (C) Lessee has received copies of all information listed above.
- _____ (D) Lessee has received the pamphlet *Protect your Family from Lead in Your Home*

Agent's Acknowledgement (Initial)

- _____ (E) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessee	Date	Lessee	Date
Lessee	Date	Lessee	Date
Lessee	Date	Lessee	Date
Lessor/Agent	Date		

FURNITURE REQUEST FORM

BUILDING: _____ **MOVE IN DATE:** _____

APARTMENT #: _____ **TRANSFER DATE:** _____

RENEWALS: Furniture in your apartment will remain the same as your prior year lease unless requested below. Please note no more than 1 piece per person per item.

NEW RESIDENTS OR TRANSFERS: Please note how much BEDROOM furniture you would like in your apartment. **No more than 1 piece per person.**

Mattresses _____

Desks _____
Built Ins @ Madison, Division & Packard

Box Springs _____

Desk Chairs _____

Beds Frames _____

Dressers _____

Bunk Beds _____ **** Subject to approval by General Manager in writing
And are on a 1st come, 1st serve basis.**

_____ **SEE SECTION 37 OF THE LEASE**

**** YOUR APARTMENT COMES FURNISHED WITH LIVING ROOM AND DINING ROOM FURNITURE. THIS FURNITURE WILL NOT BE REMOVED.**

We the undersigned agree that:

1. **If our apartment is furnished according to the above and we request more or less furniture after our move in date, we will incur a moving charge commensurate with the number and type of pieces involved.**
2. **There will be NO CHANGES to the MOVE IN date after July 9, 2010. If an early move in date is approved prior to July 9, 2010 an additional fee set by Prime Student Housing will be due.**
3. **The above information is correct, and we understand that SUBSEQUENT REQUESTS MUST BE MADE IN WRITING BY JULY 9, 2010.**

X _____ Date _____ X _____ Date _____

X _____ Date _____ X _____ Date _____

X _____ Date _____ X _____ Date _____

FOR OFFICE USE ONLY

SPECIAL COMMENTS:

ANN ARBOR PRIVACY ORDINANCE NOTICE

NOTICE: YOU HAVE THE RIGHT TO PRIVACY IN YOUR RENTAL HOME. CITY LAW ESTABLISHES GUIDELINES THAT THE OWNER AND HIS/HER AGENTS MUST FOLLOW BEFORE ENTERING YOUR HOME. YOU MAY INITIATE ADDITIONAL ENTRY RESTRICTIONS BY GIVING WRITTEN NOTICE TO YOUR LANDLORD. COPIES OF THESE GUIDELINES (HOUSING CODE 8:529) ARE AVAILABLE AT THE BUILDING DEPARTMENT, CITY HALL, 100 N. FIFTH AVENUE.

NOTICE OF UTILITY COSTS

Pursuant to Ann Arbor City Ordinance 8:533, Landlord is required to provide Tenant with the costs of utilities on the budget plan where Tenant is paying for utilities and where such information is available from the utility company at no charge. In signing this lease, Tenant acknowledges that such information has been provided.

**CITY OF ANN ARBOR
RIGHTS AND DUTIES NOTICE**

Upon execution of this lease, Tenant is entitled to receive a copy of the booklet provided by the City Clerk concerning legal rights of Tenants. By executing this lease, Tenant acknowledges receiving that booklet.

Leasing Ordinance NO. 7-06

Tenant has received a copy of Ordinance NO. 7-06

Initials: _____

MICHIGAN TRUTH IN RENTING ACT NOTICE

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

MICHIGAN SECURITY DEPOSIT ACT NOTICES

TO TENANT: YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN FOUR (4) DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL, OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

**CITY OF ANN ARBOR
TRUTH IN RENTING NOTICE**

Some things your landlord writes in the lease or says to you may not be correct representations of your rights.

Also, you may have rights and duties not mentioned in your Lease. Such rights may include rights to repairs, rights to withhold Rent to get repairs done, and rights to join a tenants union or to Form your own union. Such duties may include the duty to pay rent Due and the duty not to cause a serious health hazard or damage Beyond reasonable wear and tear.

Additionally, some lease clauses may be subject to differing Legal interpretations. If you think that a clause in your lease or Something your Landlord says to you is unfair, you may contact Your own lawyer, legal aid society, or tenants union lawyer for their opinion.

Initials

_____ _____ _____
_____ _____ _____

2009-2010 PARKING REGULATIONS

BUILDING: _____

APARTMENT#: _____

1. Every vehicle must display a valid parking permit when it is parked in the parking lot. Parking permits must be clearly visible at all times and must be affixed to either the front or rear windshield. Note: If the permit is not affixed to the window or if the permit is affixed under tinted windows, Prime Student Housing cannot be held responsible for towing due to the pass not being clearly visible.
2. Every vehicle must be parked in a single space. No vehicle may park in more than one space, in front of a dumpster, in a fire lane, or "No Parking" area, or block in another vehicle. Upon move in, you will receive a parking diagram designating legal parking spaces.
3. Lost or stolen permits will be replaced at a cost to you. **The cost is \$80.00 per month** for the remaining months of the term in which the permit is valid. Installment payments are not accepted; i.e. the total premium must be paid in full before the replacement permit will be issued.
4. **Fall/Winter parking permits expire at the end of the winter semester. At this time, it is the tenants' responsibility to secure the replacement Spring/Summer permits from Prime's office.** However, Prime will attempt to notify each resident to remind them of this situation.
5. Anonymous towing: Anyone can call to have an illegally parked car towed from any Prime parking lot. See resident handbook for more details.
6. **Any person in possession of a forged parking pass will forfeit all parking privileges for the year and pay the amount equal to the market value for the year 2009-10 which is \$960.00. Your car will be towed at the owner's expense, the forged pass confiscated, and the police will be called for criminal prosecution.**
7. Any vehicle may be ticketed and/or towed if it violates any of these regulations.

We, the undersigned, have read the above Parking Regulations and agree to abide by them. We also understand that neither the Landlord nor Prime Student Housing, Inc. will be held responsible for any illegally parked vehicle that is ticketed and/or towed.

X _____	Date _____
X _____	Date _____
X _____	Date _____
X _____	Date _____
X _____	Date _____
X _____	Date _____

Prime Student Housing, Inc.
Internet Addendum
2009-2010

We, the undersigned, agree to be bound by all the terms and conditions listed in the Internet Usage Guide. We understand that the Internet Usage Guide is available online at <http://www.primesh.com>, and will be provided at move-in.

The following are some of the “key” items you need to know about the network:

1. No file sharing software of any kind is to be used, opened, allowed to run, or otherwise generate traffic of any kind on any network provided by Prime Student Housing. This includes the following software: Morpheus, Bearshare, Limewire, WinMX, BitTorrent, Kazaa, Emule, Edonkey, Piolet, DirectConnect, Ares, Skype and any other program specifically designed to allow sharing of files between computers, also know as P2P software.
2. Routers must be connected so that only the Internet or WAN port is attached to the network, the LAN or numbered ports must never be attached to the network.
3. Wireless routers must be secured so that only the tenants of the apartment may utilize the wireless connection.
4. Antivirus software must be installed on every computer attached to the network. Additionally antivirus definitions on all computers attached to the network will be current and up to date. Disruptive traffic generated by an infected computer will cause your connection to the network to be suspended.

Failure to abide by these policies or any other policy included in the Internet Usage Guide may result in a charge of \$45 per infraction, which will be assessed to the offending apartment.

Tenant's signatures:

Date:

For Office Use Only

- 1) Number of people signed on lease verified as: _____
- 2) Signatures on file verified by: _____