



# Flo-Mar Apartments

121 Perrin, Office  
Ypsilanti, MI 48197

Phone (734) 483-2240

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## APPLICATION TO LEASE

House _____ Unit Number _____	Non-Refundable App Fee \$25** per person Paid _____ Ck# _____
Applicant Name _____ Birthdate _____	
Social Security # _____ - _____ - _____ Drivers License _____ <small>number and state issued</small>	
Have you ever been evicted? _____ Have you ever filed for bankruptcy? _____	
Email address _____ Cell Phone Number _____	
<b>Current Address</b>	
Street _____ City _____ State _____ Zip _____	
Landlord _____ Phone _____	
Rent \$ _____ From _____ Till _____ <small>month / year month / year</small>	
<b>Previous Address</b>	
Street _____ City _____ State _____ Zip _____	
Landlord _____ Phone _____	
Rent \$ _____ From _____ Till _____ <small>month / year month / year</small>	
<b>Employment Information</b>	
Employer _____ Supervisor _____ Phone _____	
Address _____ Start Date _____ Monthly Salary \$ _____	
Other Income Sources _____	
<b>Father</b>	
Name _____ Address _____ <small>street city state zip</small>	
Phone _____ Fax _____ Social Security # _____ - _____ - _____	
Employer _____ <small>company name address</small>	
<b>Mother</b>	
Name _____ Address _____ <small>street city state zip</small>	
Phone _____ Fax _____ Social Security # _____ - _____ - _____	
Employer _____ <small>company name address</small>	

\*\*Application fee will be credited towards the security deposit when a completed lease is submitted.

**THE \$25\*\* APPLICATION FEE IS NONREFUNDABLE**

\_\_\_\_\_  
Initials

Applicants are required to return a signed lease, a copy of which has been read, following notification of acceptance (notification of one of several applicants shall constitute notification to all). Applicants certify that the above information is true and authorize verification, including a credit check, criminal background check and rental reference. It is agreed that an EMPLOYED PARENT's signature is required on the lease. An amount equal to the sum of the SECURITY DEPOSIT and CLEANING FEE (or part thereof) is consideration for reserving the apartment or house for the applicants. False information of a material nature or the failure of applicants to sign a lease may be cause for keeping all or part of the deposit.

SEPT. RENT IS DUE AUGUST 10. BEGINNING IN OCTOBER, MONTHLY RENT IS DUE ON THE 1st.

AN AMOUNT EQUAL TO THE SUM OF THE SECURITY DEPOSIT AND THE CLEANING FEE IS DUE UPON NOTIFICATION OF APPLICATION ACCEPTANCE. WHEN SIGNED LEASE IS RETURNED TO LANDLORD, THIS SUM BECOMES THE SECURITY DEPOSIT AND CLEANING FEE.

ATTACHED PARKING AGREEMENT AND CLEANING AGREEMENT ARE MADE PART OF THIS APPLICATION.

PARKING: Applicants agree to the parking regulations contained in the lease and to any future parking regulations of Landlord. Only vehicles, which display a valid parking permit may park on the premises. There is no guest parking at any time; this includes friends and relatives. Landlord will only grant permits for vehicles used by a resident tenant and owned by that tenant or the tenant's parent. A permit does not always guarantee a parking space.

Signed copies of lease will be returned to applicant parent.

IT IS AGREED THAT ANIMALS ARE NEVER PERMITTED ON PREMISES. The only exception is one cat will be allowed with written consent of the landlord and payment of additional rent. The security deposit will also be increased. If an unapproved animal is discovered on the premises at any time, additional fees will apply, as set forth in the lease.

\_\_\_\_\_  
Initials

**APPLICANT RECEIVED A COPY OF THIS APPLICATION.**

SIGNED:

DATED:

***Applicant***

\_\_\_\_\_  
*Applicant*

***Applicant Parent***

\_\_\_\_\_  
*Applicant Parent*

***Landlord***

\_\_\_\_\_  
*Landlord*

Where did you hear about this apartment? Check all that apply:

Eastern Echo       Website       Signs on Properties       Word of Mouth

Other (Please Describe: \_\_\_\_\_)



**\*\*Application fee will be credited towards the security deposit when a completed lease is submitted.**

## Cleaning Agreement

CLEANING: Each occupant must pay a cleaning fee of \$75 per person. It is agreed that this fee is not a security deposit. It is agreed that Flo-Mar will pay applicants to clean the premises at the end of the lease term. The amount paid is equal to the original cleaning fee plus 10%. To receive this payment, however, the premises must be cleaned so that new tenants can move into a clean apartment or house without Flo-Mar doing additional cleaning. Tenants who clean premises only partially are not entitled to receive partial payments. Cleaning must be done to the standards set by Flo-Mar, which are described below. It is further agreed that premises are to be cleaned according to these standards regardless of how clean the premises actually were, or how clean they are claimed to have been, at the time of move-in. If applicants at the time of move-in feel that the premises are not clean, then Flo-Mar will do additional cleaning upon request.

### KITCHEN

#### 1. STOVE

- Clean oven with oven cleaner (EASY OFF).
  - ◇ Place newspaper on floor to catch foam, preventing floor damage.
  - ◇ Spray oven the night before cleaning and allow to soak.
  - ◇ Remove racks--clean with scouring pads, rinse, and dry.
- Clean burner bowls, drip pans, and rims using oven cleaner.
- Clean area around burners and under burner bowls with a small amount of oven cleaner.
- Move stove away from wall and clean sides of stove with "409".

#### 2. REFRIGERATOR:

- Clean refrigerator inside and outside with "409".
- When finished, leave refrigerator turned on.

#### 3. CABINETS AND COUNTER TOPS:

Clean cabinet shelves, drawers, doors, and counter tops using only **glass cleaner and soft rags**.

#### 4. FLOOR:

Clean with water and white vinegar. Do not allow any LYSOL Basin Tub & Tile Cleaner to touch the floor.

#### 5. CERAMIC TILE:

Clean with Tilex "Mildew Remover"

### CARPET:

Remove spills immediately with water and white vinegar. **DO NOT USE SOAP OR ANY CLEANER!!!** Some rug cleaners and detergents set spots and stains permanently. NOTE: Bleach, Kool-Aid, and red pop/juice are common causes of permanent carpet damage.

### WINDOWS:

Clean windows inside and out using glass cleaner and paper towels. Flo-Mar windows are tilt in and easy to clean.

### DUST:

Dust closets, doors, ceiling fans, window ledges, heat registers, baseboards, and anything else that collects dust. Clean and dust.

- Use a dry rag first.
- If dirt remains, use a moist cloth and "409".

### BATHROOM:

1. CERAMIC TILE & SHOWER/TUB: Clean with Tilex "Mildew Remover" to remove mildew and Tilex "Soap Scum Remover" to remove soap scum or dingy finish.

#### 2. TOILET:

- Leave detergent in bowl for 15 minutes, and then use toilet brush to clean inside of bowl.
- Clean outside of toilet with "409".

#### 3. FLOOR:

Clean floor with water and white vinegar (as with the kitchen floor). DO NOT allow Tilex "Mildew Remover" to get on the floor--this will damage the linoleum tiles.

#### 4. CABINETS, MIRRORS, SINKS & COUNTER TOPS:

Use glass cleaner. Apply glass cleaner using *paper towels* for mirrors, and using soft rags for other surfaces.

### WALLS AND LIGHT SWITCHES:

1. Use SPIC & SPAN to remove spots from walls. Use an up-and-down motion to prevent streaking.
2. **DO NOT USE FANTASTIC** or like cleaners--they damage walls and may remove paint!
3. **TEARING TAPE FROM WALLS will cause damage. Do not tear tape from walls--not even a little!** Tenants will be billed for such damage. Remember, it is against Flo-Mar rules to use tape on your walls because it is so very hard to remove without causing damage. If there is any tape on your walls, just **leave it there** rather than trying to rip it off. Doing so may cause costly damage!
5. **DO NOT** attempt to hide wall damage using toothpaste or paint.

### CLEANING SUPPLIES

Formula 409 ▪ Oven Cleaner (Easy Off) ▪ Glass Cleaner  
Spic & Span ▪ Paper Towels ▪ Tilex "Mildew Remover"  
White Vinegar ▪ Sponge Mop ▪ Scouring Pads  
Toilet Brush ▪ Rags

## PARKING REGULATIONS

### 1. VEHICLES

- Vehicles must be used by tenants and owned either by tenants or by tenants' parents.
- **NO GUEST PARKING IS PERMITTED. This includes friends and relatives.**
- All vehicles parked on Flo-Mar lots must have Flo-Mar parking permits.
- Only one vehicle per person will be allowed.

### 2. OBTAINING PARKING PERMITS

- Fill out the Vehicle Registration Form.
- Bring both the *completed form* and your *vehicle registration card* to the Flo-Mar office to receive a permit.

### 3. POSITION OF PARKING PERMITS:

- **Place permit on left side of car rear window (i.e., behind driver's head).**
- **Do not use tape to secure permit.**

### 4. PARKING LOTS:

- Determine location of the assigned lot for your vehicle.
- Park your vehicle only in the lot to which the vehicle has been assigned.
- Park your vehicle only in parking spaces. Never park in the driveway or block in other vehicles.

### 5. CHANGING LICENSE PLATES OR VEHICLES:

- Changes require filling out a new registration form at the Flo-Mar office.
- Changes require obtaining a new permit. **Do not attempt to move permit between vehicles. If you buy a new vehicle, you must obtain a new permit from the office. If a permit number does not match the vehicle description on file, the vehicle will be towed.**
- The first permit is free. **Any additional permits are \$5 each.**

### 6. TOWING

- **Vehicles without valid permits or with permits that are displayed improperly will be TOWED AT OWNER'S EXPENSE with NO PRIOR NOTICE.**
- All parking lots are *patrolled continually by a towing service.*

### 7. PARKING SPACES:

- Your parking permit **does not guarantee you a parking space** and spaces are not reserved.

### 8. TEMPORARY PERMITS:

- Temporary Permits are available for situations when your vehicle is gone and you are using another vehicle for a short time period. Call the office for more information.

### 9. STREET PARKING:

- **Your Flo-Mar permit does not entitle you or your guests to park on the street.** Contact City Hall for information about street parking rules for your area.