

# Island Drive Apartments/Golfside Apartments

Everything you need to live the great life with the best location!  
Reserve Island Drive Apts now for Spring/Summer/Fall

**Application Fee per person: \$75    Security Deposit: \$400** (see next page for payment options)

## Island Drive Amenities Include:

- Steps to the U of M Campus & Medical Center
- Walking distance to Downtown Ann Arbor and Kerrytown
- Heat, Water & Gas Included
- Window treatments Included
- Ceiling Fans
- Air Conditioning
- Cable Ready
- Onsite Laundry in Each Building
- Corporate Suites Available
- Pet Friendly
- Refreshing Swimming Pool & Sundeck
- Fitness Center
- Parking \$50 Permit Deposit, FREE Guest Parking\*
- AATA and U of M Bus Line at Front of Community
- Minutes to I-94, M-14 and US-23
- 24 Hour Emergency Maintenance

We are a pet friendly community!  
Non-Refundable Pet Fee \$350 for up to 2 pets.  
Monthly Pet Fee \$35 (for 1 pet), \$60 (for 2 pets).  
Cats and dogs welcome  
(weight limit & breed restrictions apply)

**Island Drive Apartments** is conveniently located in walking distance to U of M Hospital, U of M Medical Center, Dental Campus, Kellogg Eye Center, Downtown Ann Arbor and more! We are just a short walk to trendy boutiques, tasty cafes and fun nightlife! Island Drive blends and urban lifestyle with a relaxing atmosphere, mixing fun and functionality. You can stretch out in a Studio, One Two or Three bedroom apartment designed with you in mind.

**Golfside Apartments** is an ideal location in walking distance to dining, shopping & entertainment! It is also less than two miles from Washtenaw Community College and EMU! There's more! Only four miles from Cleary College, Concordia University and U of M. Spacious studio, one bedroom and two bedroom apartment homes available. Heat, water & gas included. Onsite Laundry in each building.

Office: 734-665-4331 / Fax: 734-665-2354 / [www.islanddriveapts.com](http://www.islanddriveapts.com)

**IF PACKET IS NOT EMAILED TO YOU, PLEASE COMPLETE AND GIVE BACK IN PERSON OR SCAN TO THE FOLLOWING EMAIL ADDRESSES: [leasing2@islanddriveapts.com](mailto:leasing2@islanddriveapts.com) and CC to [manager@islanddriveapts.com](mailto:manager@islanddriveapts.com)**

## ADDITIONAL REQUIRED INFORMATION FOR APPLICANT

1. **COPY OF STATE ISSUED PICTURE ID OR PASSPORT FOR INTERNATIONAL APPLICANTS**
2. **VERIFICATION OF INCOME:**
  - 2 RECENT PAY CHECK STUBS OR W-2 DOCUMENT
  - LETTER VERIFYING INCOME WITH EMPLOYER OR AWARD LETTER
  - FINANCIAL AID AWARD STATEMENT
3. **IF GUARANTOR IS NEEDED:**
  - GUARANTOR AUTHORIZATION FORM COMPLETELY FILLED OUT AND NOTARIZED
  - GUARANTOR PHOTO ID
  - VERIFICATION OF GUARANTOR INCOME (2 RECENT CHECK STUBS, W-2)
4. **INTERNATIONAL STUDENTS:**
  - J-1, F-1 OR I-20 INCOME DOCUMENTS
  - LETTER VERIFYING INCOME WITH EMPLOYER OR AWARD LETTER
5. **APPLICATION FEE OF \$75 AND THE SECURITY DEPOSIT OF \$400 MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED TO RESERVE YOUR NEW APARTMENT HOME.**
6. **FORMS OF PAYMENT ACCEPTED (NO CASH CAN BE ACCEPTED):**
  - PERSONAL CHECK – DRAWN ON A UNITED STATES BANK
  - MONEY ORDER
  - CASHIERS CHECK
  - VISA, MASTERCARD OR DISCOVER (3% PROCESSING FEE WILL APPLY)
7. **ALL PERSONS THAT INTEND TO LIVE IN THE APARTMENT 18 YEARS OR OLDER MUST APPLY TO BE A LEASEHOLDER.**
8. **IN ORDER TO QUALIFY FINANCIALLY, EACH APPLICANT MUST EARN 3 TIMES THE MONTHLY RENT AMOUNT PER MONTH / PER PERSON AT ISLAND DRIVE APARTMENTS AND 2 TIMES THE MONTHLY RENT AMOUNT PER MONTH / PER PERSON AT GOLFSIDE APARTMENTS.**

RENTAL APPLICATION

Community: \_\_\_\_\_ Building No. \_\_\_\_\_  
 Community Address: \_\_\_\_\_ Apartment No. \_\_\_\_\_  
 Monthly Rental Rate: \_\_\_\_\_ Term of Lease: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Type of Apartment: \_\_\_\_\_ Carport: \_\_\_\_\_

Office Use Only
ID: _____
Source: _____
Notes: _____
_____
_____

Office Use Only	Date Paid	Amount Paid
Security Deposit	_____	& _____
Non-Refundable App Fee	_____	& _____
Balance Due	_____	& _____
Pro-rate Rent Due	_____	& _____
First Month's Rent	_____	& _____
Balance Due at Move In	_____	& _____

Move in cost MUST be paid in Money Order, Certified Cashier's Check or Credit Card. Personal / Business checks are NOT ACCEPTED. NO CASH.

**APPLICANT INFORMATION & REFERENCES**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Present Address: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
 (city, state, zip) \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Present Landlord: \_\_\_\_\_ How Long: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Previous Landlord: \_\_\_\_\_ How Long: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Previous Address: \_\_\_\_\_  
 (city, state, zip) \_\_\_\_\_  
 Present Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Position: \_\_\_\_\_  
 Previous Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Length of Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Position: \_\_\_\_\_

**Vehicle Information**

Make & Year of Car: \_\_\_\_\_ License Plate No. \_\_\_\_\_

**PERSONS OTHER THAN APPLICANT TO OCCUPY APARTMENT**

Name	Birthdate	Relationship
_____	_____	_____
_____	_____	_____

**IN CASE OF EMERGENCY – PLEASE NOTIFY**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

TENANT ACKNOWLEDGES RECEIPT OF A COPY OF THE RULES AND REGULATIONS AGREEMENT ON ATTACHED PAGE FOR RESIDENTS AND AGREES TO BE BOUND BY SAME.

FRANKEL MANAGEMENT COMPANY

APPLICANT'S SIGNATURE

DATE

\_\_\_\_\_

\_\_\_\_\_

## AGREEMENT

1. The Landlord will either accept or decline this application upon receipt of credit report on above applicant. If accepted the deposit above specified will be credited on the account of the security deposit; If declined, the deposit will be returned to the applicant, thereby waiving any claim for damages by reason of non-acceptance of this application which the Landlord may decline without stating any reason whatsoever for so doing.
2. Applicant will not park any type of trailer on the premises without consulting Landlord at 1099 Maiden Lane, Ann Arbor, MI 48105, Manager's Office, phone number 734-665-4331.
3. In the event of cancellation by applicant within five (5) days after the date of this application, there will be a service charge of \$100.00 which shall be deducted from the funds held on deposit with this application. The aforesaid \$100.00 charge represents the reasonable cost of processing this application, the procurement of a credit report on the applicant and verification of references listed. In the event of cancellation by applicant after five (5) days of the date of this application, Landlord shall retain full amount deposited with it as Liquidated damages.
4. This rental application is not a lease of premises and is to be construed as an offer by the applicant to enter into an agreement of lease. However, if the rental application is accepted and a lease of premises entered into, said rental application and the representations, conditions and provisions of same shall be made part of said lease as though incorporated therein.
5. No dogs allowed on the premises without prior authorization from Landlord. Pets may be evicted from the premises without cause at the pleasure of the Landlord.
6. Landlord shall not be responsible to applicant in any form or manner whatsoever, if the current tenant(s) in possession fails to timely vacate the premises in question, and holds over, contrary to the anticipated move in date assigned to the applicant.

Comments: \_\_\_\_\_

Note: You must contact the utility company to connect your utilities for the day that you take possession.

## RULES & REGULATIONS AGREEMENT

1. These rules and regulations are for the protection of the rights and privileges of the Tenant and the protection of the Landlord's property, also to aid the Tenant in the full enjoyment of his/her occupancy of these premises. The Tenant and members of his household, guests and employees shall comply with all laws and city ordinances, rules and regulations now or hereafter adopted by the Landlord for the safety, comfort and welfare of the occupants.
2. The entrances, sidewalks, passages, halls, corridors, stairways, elevators, exits and fire escapes shall not be obstructed by the Tenant, his agents or servants, not used by him/her or them for any other purpose than ingress to or egress from the premises hereby leased. No furniture or bulky articles shall be carried up or down the stairways of said building except at such times under such regulations as may be prescribed by the Landlord, and any damages to the building caused by the moving or carrying of articles therein shall be paid for by the Tenant.
3. The Tenant shall not perform any acts or carry on any practice which may injure the building. The Tenant shall close the entrance doors and apartment doors when leaving the building or apartment. Tenant shall not throw sweepings, rags, garbage, rubbish, etc. into toilets, bathtubs, sinks, halls, corridors or any place not provided for same.
4. Premises rented must be kept clean and nothing shall be thrown from doors or windows of the building, nor shall dust, rubbish, paper boxes, etc. be kept on porches, halls or stairways. Garbage and refuse must be placed in containers, and in compact bundles or sacks, wrapping wet items to prevent odors. Container lids shall be closed as prescribed by the local ordinances and in strict compliance with Police and Health regulation, and rules of the building management. Pouring of grease into sinks or toilets is forbidden. All grease shall be disposed of by placing it in leakproof and wrapped in several thicknesses of newspaper before placing into rubbish containers. Toilets, sinks, bathtubs, furnaces, hot water equipment, refrigerators, stoves, dishwashers and other equipment furnished by the Landlord must be used only for the purpose for which they were constructed and meant to be used. No one is allowed to tamper or meddle with fixtures in any part of the building. No equipment may be moved from any part of the premises. All Equipment must be permanently retained in its original location except by special permission of manager and record thereof incorporated in Lease.
5. Nothing shall be done in or about the building which will interfere with the rights, comforts, or convenience of other Tenants. No musical instruments, radios, televisions or similar devices shall be operated in a manner that is disturbing or annoying to other Tenants, nor shall any disturbing noises be made at any time.
6. The Tenant shall not make any repairs or alterations to the demised premises, or the equipment therein, without written consent of the Landlord or its agent and then only under its supervision.
  - a. Install any additional locks, picture hooks or fixtures
  - b. No tacks, nails or other fasteners or cement shall be used in laying carpets, rugs or linoleum on the floor
  - c. No nails, hooks, bolts or screws in the walls, doors or trim
  - d. No extra electrical wiring shall be done in the premises
  - e. No radio or television aerials or wires shall be erected in or about any part of the premises
  - f. No window boxes, flower pots or other containers shall be affixed to outside walls
  - g. No awnings or other projections shall be attached to or protrude beyond the outside walls of the building and no blinds, shades or screens shall be attached or hung in or used in connection with any window or door of the demised premises
  - h. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, printed or affixed on any part of the outside of the demised premises or building
7. Laundry shall be done only in the rooms provided for such purposes. Washing machines and dryers shall be used and operated in basement only.
8. Parking space will be provided as required by city or township building codes. The parking of commercial vehicles other than regularly used passenger cars by Tenant or their guest within the limits of the apartment grounds is strictly prohibited. All automobiles parked on the premises must have current year license and be maintained in a drivable condition. Covered carports shall be used only by residents leasing the same or when provided with the leased premises. No car repairing, polishing or washing shall be done in the driveways or parking areas.
9. The Tenant shall not keep inflammable materials on the premises or in storage rooms, nor use any method of heating other than that supplied by the Landlord.
10. The Landlord may retain a pass key to the premises. No Tenant shall alter any lock, install a new lock or a knocker on any door of the demised premises without the written consent of the Landlord pursuant to the Landlord's agent. In case such consent is given, the Tenant shall provide the Landlord with an additional key for the use of the Landlord pursuant to the Landlord's right of access to the demised premises.
11. The Tenant must report to the Management at once any accident or injury to water pipes, toilets, drains, fixtures, electrical wires or other property of the Landlord and all breakage, damage or loss of any kind.
12. The Landlord in all cases shall retain the right to control and prevent access to the building and ground of all persons whom it considers undesirable.
13. The trees and shrubbery are a vital and valuable part of the premises and the Tenant shall be liable for damages of any mutilation or defacing thereof under his/her responsibility.
14. No personal property of any kind shall be placed or kept on the lawns nor shall such areas be used for lounging, playing or any other activities without the consent of the Landlord.
15. A storage locker is provided for each apartment. Tenant shall not store any furnishings, appliances, bicycles and/or other goods OUTSIDE of the storage locker or demised premises without the express written consent of the Landlord or its agents.
16. No Tenant shall allow anything whatsoever to fall from the windows or doors of the demised premises and the window sills shall be kept free from all personal property.
17. It is further agreed between the parties herein that Tenant and their guests shall not operate a motor vehicle in the service areas, driveways parking lots at a speed in excess of fifteen (15) miles per hour.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign here to acknowledge you understand # 3 above

**CREDIT AND REFERENCE AUTHORIZATION**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Spouse: Full Name-Print

\_\_\_\_\_  
Social Security Number

Leaseholder Employment Verification

Date Received: \_\_\_\_\_ Source: \_\_\_\_\_ Length: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Wage Verification: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Leaseholder Landlord Reference

Date Verified: \_\_\_\_\_ Person Verified With: \_\_\_\_\_

Lease Term: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ Would Rent to Again: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

**OFFICE  
USE  
ONLY**

I/We understand that Frankel Management will review my/our personal credit, landlord reference and employment history as well as my/our rental application

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

Island Drive Apartments / Golfside Apartments  
1099 Maiden Lane  
Ann Arbor, MI 48105  
Phone: 734-665-4331 Fax: 734-665-2354  
leasing2@islanddriveapts.com

**REQUEST FOR LANDLORD RENTAL VERIFICATION**

Date: \_\_\_\_\_

To Whom It May Concern:

Please provide the following information on:

\_\_\_\_\_  
Resident Name

\_\_\_\_\_  
Resident's Address for Verification

\_\_\_\_\_  
Applicant's Signature

Office Use Only

\_\_\_\_\_  
Island Drive / Golfside Agent

Please provide the following information:

Was the resident a leaseholder? Yes\_\_\_\_ No\_\_\_\_

Rental rate: \$\_\_\_\_\_ Paid on time? Yes\_\_\_\_ No\_\_\_\_

Lease term: \_\_\_\_\_ Proper notice to vacate given? Yes\_\_\_\_ No\_\_\_\_

Information provided by \_\_\_\_\_ Title \_\_\_\_\_

Phone number \_\_\_\_\_

PLEASE EMAIL BACK TO: Leasing2@islanddriveapts.com / manager@islanddriveapts.com

**AUTHORIZATION FORM  
FOR UTILITY COMPANIES**

By completing this form, you are giving Frankel Management the authorization to contact DTE Energy and/or Consumers Energy on your behalf to ensure that the electricity and/or gas is properly placed in your name upon your move in date. This is considered part of the application approval process. Should DTE and/or Consumers Energy not be able to confirm an account for you, the rental office will contact you and provide further instruction. Thank you in advance for your cooperation.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Name of State Issuing Driver's License \_\_\_\_\_

Or

State ID Number \_\_\_\_\_

Name of State Issuing State ID \_\_\_\_\_

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Apartment Building & Apartment Number \_\_\_\_\_

Office Use Only

Should it come to the attention of Frankel Management that DTE and/or Consumers Energy no longer has an account for your electricity and/or gas for the apartment under lease with Frankel Management Company, and you are still under lease, Frankel Management has the right to assess a \$50.00 service fee charge to your rental account and your tenancy may be terminated with proper notice.

I have read and understand this Utility Policy

\_\_\_\_\_  
**Resident Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Apartment Building & Number

Office Use Only  
 Received In Island Office \_\_\_\_\_  
 Sent For Processing \_\_\_\_\_

## CREDIT CARD APPROVAL FORM

Date: \_\_\_\_\_

**PROPERTY (check one):** Island Drive Apartments \_\_\_\_\_ or Golfside Apartments \_\_\_\_\_

AGENT: \_\_\_\_\_

**CARDHOLDER NAME:** \_\_\_\_\_

**TYPE OF CARD:** VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_

**CREDIT CARD # :** \_\_\_\_\_

**EXPIRATION DATE (mm/yy):** \_\_\_\_\_

Application Fee	\$75.00
Security Deposit	\$400.00
<u>3% Processing Fee</u>	<u>\$14.25</u>
<b>Total</b>	<b>\$489.25</b>

TRANSACTION AMOUNT:     \$489.25     (include 3% processing fee)

**V-CODE:** \_\_\_\_\_ (found on back of card as the last three digits on the right side of the signature panel, below the mag strip)

**BILLING STREET ADDRESS (numbers only):** \_\_\_\_\_

**BILLING ZIP CODE:** \_\_\_\_\_

**APPLICANT NAME :** \_\_\_\_\_

UNIT NUMBER or APPLICANT ID #: \_\_\_\_\_

Main Office Use Only  
 APPROVAL # \_\_\_\_\_

Receipt: Yes ___ No ___  Sent to email:  _____
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Office Use Only Received In Island Office _____ Sent For Processing _____
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## CREDIT CARD APPROVAL FORM

Date: \_\_\_\_\_

**PROPERTY (check one):** Island Drive Apartments \_\_\_\_\_ or Golfside Apartments \_\_\_\_\_

AGENT: \_\_\_\_\_

**CARDHOLDER NAME:** \_\_\_\_\_

**TYPE OF CARD:** VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_

**CREDIT CARD # :** \_\_\_\_\_

**EXPIRATION DATE (mm/yy):** \_\_\_\_\_

Application Fee	\$75.00
Security Deposit	\$400.00
3% Processing Fee	<u>\$14.25</u>
<b>Total</b>	<b>\$489.25</b>

TRANSACTION AMOUNT: \$489.25 (include 3% processing fee)

**V-CODE:** \_\_\_\_\_ (found on back of card as the last three digits on the right side of the signature panel, below the mag strip)

**BILLING STREET ADDRESS (numbers only):** INTERNATIONAL

**BILLING ZIP CODE:** \_\_\_\_\_

**APPLICANT NAME :** \_\_\_\_\_

UNIT NUMBER or APPLICANT ID #: \_\_\_\_\_

Main Office Use Only  
 APPROVAL # \_\_\_\_\_

Receipt: Yes ___ No ___  Sent to email:  _____
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Office Use Only  
Received In Island Office \_\_\_\_\_  
Sent For Processing \_\_\_\_\_

### CREDIT CARD APPROVAL FORM

Date: \_\_\_\_\_

PROPERTY (check one): Island Drive Apartments \_\_\_\_\_ or Golfside Apartments \_\_\_\_\_

AGENT: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

TYPE OF CARD: VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_

EXPIRATION DATE (mm/yy): \_\_\_\_\_

TRANSACTION AMOUNT:     \$77.25     (include 3% processing fee)

V-CODE: \_\_\_\_\_ (found on back of card as the last three digits on the right side of the signature panel, below the mag strip)

BILLING STREET ADDRESS (numbers only): \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

UNIT NUMBER or APPLICANT ID #: \_\_\_\_\_

Main Office Use Only  
APPROVAL # \_\_\_\_\_

Application Fee	\$75.00
3% Processing Fee	\$2.25
Total	\$77.25

Receipt: Yes \_\_\_ No \_\_\_  
Sent to email:  
\_\_\_\_\_