



Adam Scott Properties & Management Application Instructions

- 1) Fully complete the application and submit it online with application fee. Please be sure to complete the property address and expected move-in fields. PLEASE NOTE: All persons should submit separate applications.
- 2) The application fee is \$35 per unmarried adult, or \$45 per married couple. We accept cash, cashier's check, or money order for the application fee.
- 3) You may fax the driver's license copy and proof of income to (734)439-5649 or submit it in person to the leasing manager.
- 4) The number of occupants is limited to 2 persons per bedroom. All occupants, 18 years of age and older must submit an application.
- 5) Policies on pets vary per building. However, none of our homes permit the following breeds of dogs: Pit Bulls, Dobermans, Rottweilers, Chows, or near relatives. Pet policies are strictly enforced.
- 6) Lease Term: The posted rates are for 12 month leases. Short term leases are available at a premium.
- 7) Upon approval of the application, you must schedule a time to meet with the property manager to sign and execute the lease. The first month's rent payment and the security deposit will be due when the lease is signed. Generally, the lease must be signed and executed within one week of application approval. If your move in date is greater than 7 days from the date of the application approval, we will hold the property for you with a non-refundable Property Reservation Payment. This payment will be applied to your first month's rent at lease signing. Please contact the leasing manager for more details.