

PMSI Suggestions for a Smooth Year

Rent Payment for multi-resident housing

PMSI has provided a rent payment form for you to complete. There is a space for each lessee and the amount that each will be paying.

Please complete this form and return it to the office by October 1. This will help prevent confusion as to how much each lessee is expected to pay.

If you would like to stay another year

Should you decide you would like to stay in your new home for another term, please contact PMSI before open leasing begins (70 days from your lease start date) to ensure you do not miss the opportunity to sign before new applicants are able to sign. PMSI will only keep a unit available for renewal for 70 days after the lease begins, however you are welcome to sign anytime if it has not been leased after the 70 day period has ended.

If you do not sign the new lease within 70 days of your current lease start date the home will be on our availability listing and will be rented on a first come, first serve basis on the 71st day.

Avoid charges – PMSI must charge if called out for the following

- 1. Own and use your own plunger (ask about recommended type)**
- 2. Do not flush feminine products or any items other than toilet tissue in the toilet – it will clog the toilet**
- 3. Do not pour grease or oil down sinks – it will clog the drains**
- 4. Use a hair trap in the shower drain – hair will clog the drain**
- 5. Keep common areas free of trash and debris**
(PMSI keeps the halls and laundry rooms clean in most apartment buildings – vacuumed and washer/dryer wiped clean – If we send someone to pick up trash, remove any large items or clean up after a party you will be charged. Apartments will all be equally charged unless we receive written notification that only a specific unit(s) caused the mess)
- 7. Repair any damage caused by the residents –**
(i.e. broken windows, holes in the wall, carpet damage, torn screens etc. – Any and all repairs must be performed and completed in a professional and satisfactory manner or charges may still be assessed.)
- 8. Take trash cans to the curb and bring them back within 12 hours – The City of Ann Arbor will assess fees to any house/apartment building that leaves the trashcans or recycling receptacles by the curb, and may confiscate them.** (This only applies to houses that take out their own trash.)
- 9. There is a \$75.00 charge for any and all lock out calls. Payment is due at time of call and must be paid directly to on-call staff.**

*** You the lessee(s) are responsible for your guests. Any damages or problems caused by them resulting in any charges will be your responsibility.**

***We recommend you review your lease for additional provisions**

Security Deposit Returns

If you have decided not to renew your lease with PMSI for the next year, your security deposit will be returned to you, minus any damages or unpaid rents and fees 30 days from the date of lease expiration. **You must provide PMSI a forwarding address in writing within 4 days of your lease ending or the check will be written and kept in our office for you to pick up.**

The security deposit is returned to each person that paid. Assuming there are no damages or charges deducted the same amount you paid will be returned to you, unless we are instructed in writing by all parties on the lease to do otherwise.