



# ANN ARBOR MUNICIPAL AIRPORT HANGAR APPLICATION

Ann Arbor Municipal Airport  
801 Airport Drive  
Ann Arbor, MI 48108  
Phone: (734)994-2841 Fax: (734)997-1133

Applicant, by signature hereon, acknowledges receipt of a copy of the Waiting List Policy and the lease currently used by the City for airport hangars. Applicant agrees to enter into a lease with the City in the form of lease in use at the time a hangar is rented to the applicant. The date this application and the application fee are both received by the Airport Manager is the date of the applicant's placement on the waiting list. **Applicant acknowledges the application fee is not refundable.**

Applicant agrees and understands that the airport will not rent a hangar to any applicant who does not own an aircraft at the time the lease is offered. Applicant agrees and understands that the applicant's name and the registered owner's name on the aircraft must be the same. Applicant agrees and understands that this application is not transferrable.

## APPLICANT INFORMATION:

Applicant's Name (Please Print)

Address City State Zip Code

Home Phone Work Phone Fax/Cellular/Pager

## AIRCRAFT INFORMATION (Please check one):

Applicant does not own an aircraft  Applicant owns the following aircraft

Aircraft Make/Year Model Color

Registration No. Serial No.

Signature of Applicant\* Title (if applicable) Date

\* Only officers of the corporation may sign the lease.

For Airport Management Use Only Date Stamp:

Requires Corporate Size

## **Ann Arbor Municipal Airport Waiting List Policy**

1. Hangars shall be filled on a first come first served basis from the waiting list, provided the applicant is in compliance with the requirements of this policy.
2. All applicants will be placed on the waiting list in the order that the completed applications and processing fees are received.
3. All applicants will be required to completely fill out an application and pay the non-refundable processing fee of \$100.00 before an applicant is placed on the waiting list. If the applicant enters into a lease agreement with the City, the processing fee will be applied to the first month's rent.
4. If a hangar meeting the applicant's minimum needs is offered to the applicant and the applicant declines or refuses to enter into a lease agreement with the City three times, the applicant will be taken off the waiting list and forfeit the application fee. The applicant may re-apply, but must pay the \$100.00 non-refundable processing fee before being placed on the waiting list.
5. Applicant(s) will be given ten business days from the date of the written notification from the City of an available hangar to respond in writing stating their intent to enter into a lease agreement with the City. If the written intent is not received by the tenth business day, the applicant will be deemed to have declined the City's offer. Applicants who accept an offer will be allowed ten business days to return a signed lease and pay the balance due on the first month's rent.
6. The City reserves the right at its discretion to
  - a. bypass applicants on the list whose minimum needs cannot be met with vacant hangars available at that time;
  - b. bypass applicants on the list in order to offer available corporate-size hangars to those applicants whose minimum requirements can only be met by corporate-size hangars;
7. In accordance with City Charter, no department shall enter into contracts or provide services to businesses or persons that are delinquent sixty days or more on payments due to the City. All past due balances must be paid in full, before an applicant can be offered a lease.
8. The lease application and lease agreement must provide a description of the aircraft to be stored including its registered owner. The aircraft registration may be verified with the Federal Aviation Administration or the Michigan Bureau of Aeronautics.
9. It is the applicant's responsibility to notify the City of change of address and/or telephone number. Failure to notify the City of any change may result in removal from the waiting list. If the City attempts to notify the applicant of an available hangar, but fails to contact the applicant due to a failure of applicant to provide a current address or phone number, or for any other reason not the fault of the City, the failed attempt shall count as one (1) of the refusals to rent.
10. All waiting list requests should be forwarded in writing on forms provided by the Airport to:  
**Ann Arbor Municipal Airport  
801 Airport Drive  
Ann Arbor, MI 48108  
Attn: Airport Manager**
11. All completed waiting list applications shall be date stamped upon receipt by the Airport, provided they are accompanied by the \$100 non-refundable fee.
12. Leases will only be offered to registered owners of the aircraft.
13. The waiting list shall be updated on a continual basis.