



ANN ARBOR MUNICIPAL AIRPORT HANGAR APPLICATION

Ann Arbor Municipal Airport
801 Airport Drive
Ann Arbor, Michigan 48108
Phone (734) 994-2841 • Fax (734) 997-1133
www.a2gov.org

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 agreement is not transferrable.

APPLICANT INFORMATION:

Applicant's Name (Please Print) _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell or Work Phone _____ Email Address _____

If Applicant's Name is a Business: _____

Name of Business Representative (must be a Business Officer) _____ Position (Title) with Business _____

AIRCRAFT INFORMATION: (Please check one)

Applicant does not own an aircraft Applicant owns the following aircraft

Aircraft Make and Year _____ Model _____ Color _____

Registration No. _____ Serial No. _____

Signature of Applicant (must be an Officer if Business) _____ Date _____

For Airport Management Use Only:

Special Hangar Needs _____

Check Number _____ Date Received _____

Ann Arbor Municipal Airport Waiting List Policy

1. Hangars shall be filled on a first come first serve 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 application processing fees are received.
3. All applicants will be required to completely fill out an application and pay the non-refundable application processing fee of \$100.00 (**checks shall be made payable to the "City of Ann Arbor"**) before an applicant is placed on the waiting list. If an applicant enters into a lease agreement with the City, the application 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 application fee before being placed on the waiting list.
5. Applicant(s) will be given five business days from the date of notification from the City of an available hangar to respond stating their intent to enter into a lease agreement with the City. If the applicant's intent has not been received by the fifth 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 Office of Aeronautics.
9. It is the applicants responsibility to notify the City of change of address, email 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 the applicant to provide current contact information, 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 of 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 dated upon receipt by the Airport, provided they are accompanied by the \$100.00 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.